



AGENDA

A. CALL TO ORDER

B. APPROVAL OF AGENDA

- 1. **Motion:** That the Board approve the July 18, 2023 Agenda as circulated.

C. APPROVAL OF MINUTES

- 1. **Motion:** That the Board approve the June 20, 2023 Minutes as circulated. 1

D. DELEGATIONS

None

E. EXTERNAL REPORTS & PRESENTATIONS

- 1. Campus and Community Planning Report – Carole Jolly, Director of Community Planning and Engagement, Campus and Community Planning 7
- 2. Electoral Area A Overview Presentation and Area A Director, Jen McCutcheon – 10

F. REPORTS

- 1. Finance & Audit Committee Update
 - a. Audited Financial Statements for 2022/23 – Finance Manager 15

Recommendation:

THAT the Board approve the UNA’s financial statements for the year ended March 31, 2023, and that the Chair be authorized to sign the financial statements on behalf of the Board to confirm that approval has been given.

- b. 2023-24 Insurance Renewal Update – Chief Administrative Officer 55
- c. Neighbours’ Levy & Fire Services Fee for 2023-24 – Finance Manager 58
- d. Community Field Replacement Reserve – Finance Manager 61

Recommendation:

THAT the Board agree to allow UBC to transfer the budgeted amount of \$60,000 to the Community Field Replacement Reserve in the Neighbours’ Fund for fiscal year 2023/24.

- 2. Management Report 63



3. 2023-24 UNA Staff Work Plan – 1st Quarter Update – Chief Administrative Officer 75

4. Vista Point Childcare Facility Sublicense and Operating Agreement Extension – Operations Manager 85

Recommendation:

THAT the Board approve the attached Vista Point Childcare Facility Sublicense and Operating Agreement Extension and authorize the Chair to execute the agreement.

5. Sublicense Agreement – YMCA Before and After School Program – Operations Manager 89

Recommendation:

THAT the Board approve the attached Sublicense Agreement - UNA and YMCA - After School Care and authorize the Chair to execute the agreement.

6. Contingency Reserve Withdrawal – Old Barn Community Centre Audio Visual Equipment Replacement Project – Operations Manager 114

Recommendation:

THAT the Board request that UBC

- a. withdraw from the Contingency Reserve and pay to the UNA an amount equal to the UNA’s expenditures to be incurred (other than GST) for the Old Barn Community Centre Audio Visual Equipment Replacement Project, which amount is estimated to be approximately at \$35,000.
- b. provide the UNA with written confirmation that the Neighbours Fund may be used to make the payment to the UNA.

AND THAT the Board approve the withdrawal by UBC of a further amount from the Contingency Reserve equal to 33-1/3% of the amount of GST payable by UBC in respect of the requested payment to the UNA.

7. CEAC Committee – Director Kang – Oral Update

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

None



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

UNA BOARD OF DIRECTORS MEETING

Date: July 18, 2023

Time: 5:30 p.m.

Location: Social Room, Wesbrook Community Centre

I. ADJOURNMENT

Recommendation:

THAT the Board adjourn into a Closed Session to discuss dealings with other entities or individuals where disclosure of the information being discussed could be harmful to the UNA's interests; the appointment of individuals other than Directors to, or removal from, a committee, working group, or other body; and approval of minutes for a closed session or restricted closed session of a Board meeting.



MINUTES

PRESENT:

Richard Watson - Chair
Murray McCutcheon
Fei Liu
Bill Holmes

Jane Kang
Ali Mojdehi

UBC OBSERVERS:

Carole Jolly
Silvia Magnano

AMS REPRESENTATIVE:

Tina Tong

STAFF:

Sundance Topham – Chief Administrative Officer
Wegland Sit – Operations Manager
Athena Koon – Finance Manager
Dave Gillis – Recreation Manager
Marta Mikolajczyk – Administrative Assistant

A. CALL TO ORDER

The University Neighbourhoods Association (UNA) Board meeting was called to order at 5:31 p.m.

The Chair acknowledged that the meeting was held on the unceded traditional territory of the Musqueam people.

The Chair introduced the new AMS VP External Affairs representative, Tina Tong.

B. APPROVAL OF AGENDA

Motion by Chair:

THAT the Board approve the June 20, 2023 Meeting Agenda.

Seconded by Director Mojdehi.

Carried.

C. APPROVAL OF MINUTES

Motion by Chair:

THAT the Board approve the May 16, 2023 Open Session Minutes.

Seconded by Director Mojdehi.

Director Homes requested that item C.be corrected to reflect the year 2023.

Motion by Chair:

THAT the Board approve the May 16, 2023 Open Session Minutes, as amended.

Carried.

D. DELEGATIONS

None

E. EXTERNAL REPORTS AND PRESENTATIONS

1. Campus and Community Planning Report

Carole Jolly, Director of Community Development and Engagement at Campus and Community Planning, presented the June 2023 report contained in the agenda package, followed by questions from the Board.

2. Electoral Area A Report

The Chair informed that Board that the Electoral Area A Director, Jen McCutcheon sent her regrets. There were no questions about the June report contained in the agenda package.

F. REPORTS

1. Management Report

The Management team summarized their respective reports contained in the agenda package, followed by questions from the Board.

2. UNA Bylaw Amendments for AGM

Director Holmes presented the report distributed to the Board on June 16, 2023.

Motion by Director Holmes:

THAT approval be sought at the UNA's 2023 Annual General Meeting for the proposed amendments to the UNA Bylaws, attached to the report to the Board dated June 16, 2023, that implement online voting for the election of directors.

Seconded by Director Mojdehi.

Carried.

Motion by Director Holmes:

THAT approval be sought at the UNA's 2023 Annual General Meeting for the proposed amendments to the UNA Bylaws, attached to the report to the Board dated June 16, 2023, that update and make minor changes to the Bylaws.

Seconded by Director Kang.

Carried.

3. 2023 Annual General Meeting Planning

The Chief Administrative Officer presented the report contained in the agenda package.

Motion by Chair:

THAT the Board confirm that the UNA will hold the 2023 Annual General Meeting on Wednesday, September 27, 2023 commencing at 7:00 pm at the Wesbrook Community Centre.

Seconded by Director Holmes.

Carried.

Motion by Chair:

THAT the Board approve the 2023 Notice of AGM package and Special Resolution Ballots.

Seconded by Director Holmes.

Carried.

4. Capital Replacement Reserve Withdrawal – Old Barn Community Centre Roof Replacement Project.

The Operations Manager presented the report contained in the agenda package.

Motion by Chair:

THAT the Board approve the replacement of the existing Old Barn Community Centre roof cedar shingles with premium asphalt shingles resembling the original cedar roofing design.

Seconded by Director Holmes.

Carried.

Motion by

THAT the Board request that UBC

- a. withdraw from the Capital Replacement Reserve and pay to the UNA an amount equal to the UNA's expenditures to be incurred (other than GST) for the Old Barn



Community Centre Roof Replacement project, which amount is estimated to be approximately at \$165,000.

- b. provide the UNA with written confirmation that the Neighbours Fund may be used to make the payment to the UNA.

Seconded by Director Mojdehi.

Carried.

Motion by Director Holmes:

THAT the Board approve the withdrawal by UBC of a further amount from the Capital Replacement Reserve equal to 33-1/3% of the amount of GST payable by UBC in respect of the requested payment to the UNA.

Seconded by Director Mojdehi.

Carried.

5. UBC-UNA Charging Station Agreement – Operations Manager

The Operations Manager presented the report contained in the agenda package, followed by discussion.

6. Finance & Audit Committee Update

- a. 2023-24 Insurance Renewal Update

The CAO presented the report contained in the agenda package.

Motion by Director Holmes

Seconded by Director Mojdehi.

THAT the Board authorize the Chief Administrative Officer to agree on behalf of the UNA to the insurance coverages for the period July 1st, 2023 to June 30th, 2024.

Carried.

- b. Fiscal 2022/23 Financial Results (Preliminary)

The Finance Manager presented the report contained in the agenda package.

7. UNA-YMCA Letter of Intent

The CAO presented the report contained in the agenda package.

Motion by Chair.

THAT the Board agree to enter into the attached Letter of Intent with the YMCA and authorize the Chair to sign the Letter of Intent on behalf of the UNA.

Seconded by Director McCutcheon

Carried.

8. UBC Thunderbird Stadium Liquor License Application

The CAO presented the report contained in the agenda package, followed by questions.

9. UNA Sponsorship Policy – Recreation Manager

The Recreation Manager presented the report contained in the agenda package, followed by discussion.

Motion by Director Holmes:

THAT the Board approve the UNA Sponsorship Policy, excluding the attached sample sponsorship agreement.

Seconded by Director Mojdehi.

Carried.

10. Neighbours Agreement Committee Update

Director Holmes provided an oral update, followed by discussion.

11. Community Engagement Advisory Committee Update

Director Kang provided a brief oral update. No questions followed.

a. April 12, 2023 Approved Minutes

There was no discussion of the minutes.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

None

I. ADJOURNMENT

Motion by Chair:

THAT the Board adjourn into a Closed Session to discuss dealings with other entities or individuals where disclosure of the information being discussed could be harmful to the UNA's interests, and approval of minutes for a closed session or restricted closed session of a Board meeting.

Seconded by Director Kang.

Carried.

The meeting adjourned at 7:18 p.m.



THE UNIVERSITY OF BRITISH COLUMBIA
Campus + Community Planning

Memorandum

From: Simmi Puri, Communications Manager, Campus + Community Planning
To: UNA Board
Date: July 18 2023, 2023
Subject: Monthly Update from Campus and Community Planning

Film & Events Notification

July

Chef Challenge at Thunderbird Commons

Thursday, July 27th 5pm to 7:30pm.

Canape and beer pairing competition.

Learn more: <https://utown.ubc.ca/ubc-chef-challenge-july-27-2023>

August

University closed for BC Day

Monday, August 7th

Summer session term 2 exams

Tuesday, August 15th to Saturday, August 19th

Jump Start check-in (Main Mall grass median from Crescent Road to Memorial Road)

Sunday, August 27th from 9am to 5pm.

Jump Start programming at various outdoor locations

Monday, August 28th to Friday, September 1st from 9am to 7pm each day.

Transportation Update

The 2022 Transportation Status Report has been released and is available on the [C+CP website](#). The annual report summarizes how the campus is performing against target areas that support

the use of more sustainable transportation commuting options in an effort to meet the university's climate action and transportation targets.

This past year, sustainable transportation resources available to the community were enhanced and more engagement events were offered to increase awareness of the tools, programs and incentives available to support sustainable commutes.

With this increase in engagement and programming, transportation trends continued to be impacted by the COVID-19 pandemic both at UBC and across the region. The impact of COVID-19 has resulted in a decrease in the use of public transportation and an increase in more people driving alone. This can be attributed to ongoing avoidance of transit due to COVID-19 concerns and overcapacity routes as well as more people using ride hail companies to commute to campus.

UBC will continue its ongoing efforts to support the community in making more sustainable transportation choices, including advocating for bringing rapid transit to the Vancouver campus and facilitating remote work where possible.

Campus Vision 2050

The next step in the Campus Vision 2050 process is the presentation of the final drafts of the Vision, HAP and LUP to the Board of Governors and referral of the Land Use Plan to a legislatively-required public hearing. It is expected this will occur in the fall. In advance of this, the draft documents will be shared with the community, along with information about how to participate in the Land Use Public Hearing.

Technical analysis and work to inform updates and development of policies and plans that underpin the implementation of Campus Vision 2050, the HAP and the LUP is continuing. This work includes:

- updates to Neighbourhood Climate Action Plan and Residential Environmental Assessment Program;
- completing an ecological baseline for the campus;
- updating the Transportation Plan;
- creating a Community Amenities Strategy, including updating the Child Care Expansion Plan; and
- preparing for upcoming Campus Plan and neighbourhood planning processes.

Development Update

Lot 26 Development

C+CP has received and is reviewing community feedback on the Lot 26 Development Permit Application, which proposes a 16-storey tower with 207 units and eleven 3-storey city homes located at the southeast corner of Ross Drive and Gray Avenue in Wesbrook Place. Community feedback was received through written submissions and an Open House held on June 14, 2023.

To allow for full consideration of community feedback, the next step in the Development Permit process, a Development Permit Board meeting scheduled for July 12, 2023, has been postponed.

[Visit the C+CP website](#) to learn more about this project.

Lot 42 Carey College

The Building Permit for one of the two new proposed buildings at Carey College (Lot 42) has been issued. The six-story residential building with café is expected to begin construction this summer.

[Visit the C+CP website](#) to learn more about this project.

Community Update

Squeeze some sunshine and savasana into your day at Yoga on the Mall!

Join UTown@UBC us for weekly outdoor yoga on campus, taught by certified yoga teachers. This Hatha-style practice for all ages and levels (beginners are most welcome). Yoga on the Mall classes are free to attend and open to all students, faculty, staff, residents and visitors. Everyone is welcome to join! For more information, visit utown.ubc.ca/yoga.

Snack, sip, and socialize at Chef Challenge, July 27!

Join us for the return of this beloved campus tradition, as the UBC community comes together for a culinary showdown like no other! After a three-year hiatus, the competition is hotter than ever, with four fabulous chef teams each competing for your vote (and year-long bragging rights!) by preparing a tasty bite perfectly paired with a local brew. Tickets available at utown.ubc.ca/chefchallenge.

Apply for an Inspiring Community Grant!

Have a great idea to grow community at UBC? Apply for an Inspiring Community Grant and you could receive up to \$500 to make your project happen. All UNA residents, including youth are eligible for funding. Learn more at <https://utown.ubc.ca/articles/03-9-2023/inspiring-community-grant-2023>



Director's Report

Hello UNA/UBC/UEL neighbours,

I trust that you are enjoying your summer. I feel like I wake up each morning grateful for our smoke-free sky – long may it last. My thoughts are with residents and emergency response crews in BC and other parts of Canada who are being affected by the numerous wildfires burning.

As you'll read below, I will be hosting a community engagement session on Emergency Management on July 26th in Wesbrook Community Centre. As you likely know, jurisdiction and official responsibility within the UEL and UBC neighbourhoods can be quite complicated. This is not only true for day-to-day matters, but also in emergency response. This session will be an opportunity for residents to learn more about how best to prepare for an emergency and how a response would be coordinated and managed within Electoral Area A (specifically in the UBC and UEL). I hope you can attend.

Many of the committees and boards on which I sit will be taking a break for August, and as a result, I will prepare my next newsletter in September.

As always, please reach out if you have any questions, suggestions or concerns that I may be able to assist with.

All the best,

Jen McCutcheon

Jen McCutcheon, Metro Vancouver Director for Electoral Area A (www.areaajen.ca or areaajen@gmail.com)



Jen and her family exploring London on a recent vacation



Emergency Management and Preparedness Community Meeting – July 26th

Residents of the UNA and UEL are invited to come learn how emergency management works in our communities and how each of us can be better prepared.

Representatives from Metro Vancouver, UBC, UNA and UEL will explain the different roles each agency plays in emergency planning and management in our communities. Then we will focus on what residents should do to be prepared, including signing up for emergency notifications, making household emergency plans and kits, and actions to take when an emergency strikes.

Residents are strongly encouraged to attend in person but can also participate via Zoom.

Date: Wednesday, July 26

Time: 7:00pm

Location: Social Room – Wesbrook Community Centre, 3335 Webber Lane

Virtual options:

Zoom Link:

<https://ca01web.zoom.us/j/6044516562>

Call in: Dial: 1 778 907 2071 /

Meeting ID: 604 451 6562



Emergency Management and Preparedness Community Meeting on July 26th at Wesbrook Community Centre. All are welcome. Image source [link](#).

Forest Harmonies in Pacific Spirit Region Park

Musical nature notes and instrumental melodies can make a walk in the woods that much more delightful! I love the idea of this event and am hoping to be able to attend on the evening of July 22nd.

Stroll through the rainforest at dusk in [Pacific Spirit Regional Park](#) while listening to local musicians and nature's own forest harmonies. Explore stations to discover how the rainforest is filled with rhythmic beats and sounds – from the sweet jingle of a birdsong to the pulse of a spider sending vibrations through a log. Try your hand at a few simple instruments.



This will be a beautiful way to spend a summer evening – stroll in the park to enjoy nature and human made music!

Saturday, July 22, 6:30 to 8:30 pm

Pacific Spirit Regional Park

Start at Park Centre on 16th Ave, 400 metres west of Blanca Street, Vancouver

All ages, free, drop-in

Delivered in partnership with the [Pacific Spirit Park Society](#)

You can see all upcoming nature programs across Metro Vancouver Regional Parks in the Summer 2023 Nature Program Guide.

[Summer Program Guide](#)

[Regional Parks Mailing List](#)

Other upcoming events in Pacific Spirit Regional Park:

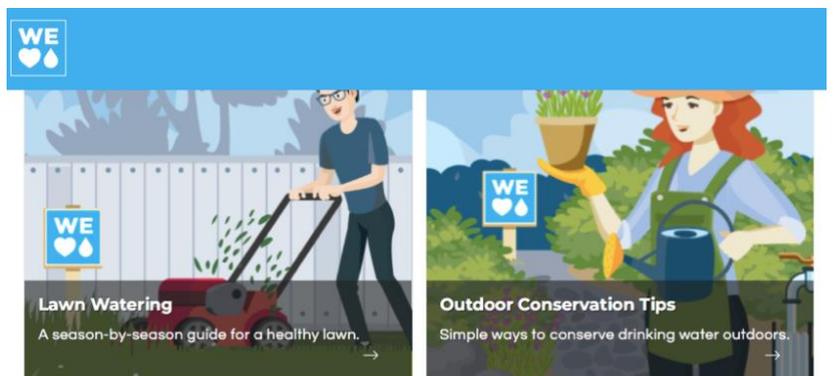
July 14: Art of Nature Journaling at Pacific Spirit Regional Park

<http://www.metrovancouver.org/events/calendar/vancouver/2192/art-of-nature-journaling>

Water Conservation

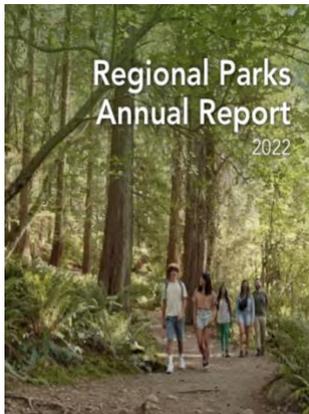
In the hot, dry summer months, our daily water use can increase by 50 per cent or more, mostly due to lawn watering and increased outdoor use. When it comes to water, use treated drinking water from your taps only for where it's needed most: cooking, cleaning, and drinking.

Find out more here: [We Love Water](#)





Regional Parks 2022 Annual Report



Big things happened at regional parks last year: visitation records were set at three parks and greenways as 14.3 million people connected with nature, and the network was expanded by 21.3 hectares to protect more regionally important natural areas.

Pacific Spirit continues to be the most popular park by far, with over 3.6 million visits in 2022.

(Currently available as part of the June 30 agenda: https://www.metrovancover.org/boards/GVRD/RD_2023-Jun-30-AGE.pdf#Page=17)

Did you know that Pacific Spirit Park had over 3.6 million visits in 2022!

Metro Vancouver at the PNE

Join Metro Vancouver this summer at the PNE! Visit our 6,000 sq ft exhibition to learn about the vital work we do and how you can get involved in the initiatives that are shaping our region. Find serenity in the regional parks pop-up park, get a selfie with the Pee and Poo mascots, and enjoy some free popcorn in our movie tent. Be amazed by larger-than-life infrastructure projects, test your green bin acumen, find out where water comes from, and get a chance to win a pair of e-bikes! Local performers and indigenous artists will take the Metro Stage to entertain audiences of all ages.

You can read more about the Metro Vancouver displays at the PNE here: <https://metrovancover.org/pne>





Jen's Current Board and Committee Appointments

- Metro Vancouver Regional District (MVRD) Board of Directors
- TransLink Mayors' Council for Regional Transportation
- Chair of the Electoral Area Committee, MVRD
- Climate Action Committee, MVRD
- Mayors' Committee, MVRD
- Flood Resiliency Taskforce, MVRD
- Caucus of Committee Chairs, MVRD
- TransLink Planning & Priorities Committee
- Co-chair of TransLink's Indigenous Relations Working Group
- TransLink Small Communities Committee
- Board Member for Metro Vancouver Zero Emission Innovation Centre (ZEIC)
- ZEIC Governance Committee
- Fraser Valley Regional Library Board of Directors
- Lower Mainland Local Government Association (LMLGA) Third-Vice President
- Municipal Finance Authority of BC Alternate Director

Links & Connections

[Jen McCutcheon's Website](#)
www.areaajen.ca

[Jen McCutcheon's Facebook](#)
www.facebook.com/AreaAJen

[Metro Vancouver](#)
www.metrovancouver.org
[Mayors' Council on Regional Transportation](#)
www.translink.ca



Report Date: July 11, 2023
Meeting Date: July 18, 2023
From: Athena Koon, Finance Manager
Subject: Audited Financial Statements for 2022/23

SUMMARY

The annual audit field work started in May and was completed in June. The attached audited financial statements package, along with the report to the Board of Directors are now ready for the Committee to review and for the Board to approve after.

Representatives from Johnsen Archer LLP will be attending the Board meeting to present the draft reports to the Finance and Audit Committee and answer any questions the Board may have regarding the audit findings.

The representative from Johnsen Archer LLP to present the audit findings this year will be Leroy Van Spronsen (Partner, Johnsen Archer LLP). Rob Matty has recently left Johnsen Archer on good terms and he will no longer be in charge of our account.

No adjustment for the statements is required for this audit and there is only unadjusted difference for the term deposit interest accrual for disclosure. The quarter four preliminary financial result presented in June to the Board is considered final.

DECISION REQUESTED

THAT the Board approve the UNA's financial statements for the year ended March 31, 2023, and that the Chair be authorized to sign the financial statements on behalf of the Board to confirm that approval has been given.

Discussion

The annual audit for fiscal 2022/2023 started on the second week of May and finished the final week of June 2023 as planned. The UNA Finance Team was involved in assisting and providing all the samples and required documents to complete the scheduled field work. In total, we have provided over a few hundred samples, along with files for testing; and the work was completed on schedule by the end of June.

The audited financial statements concluded with the following totals:

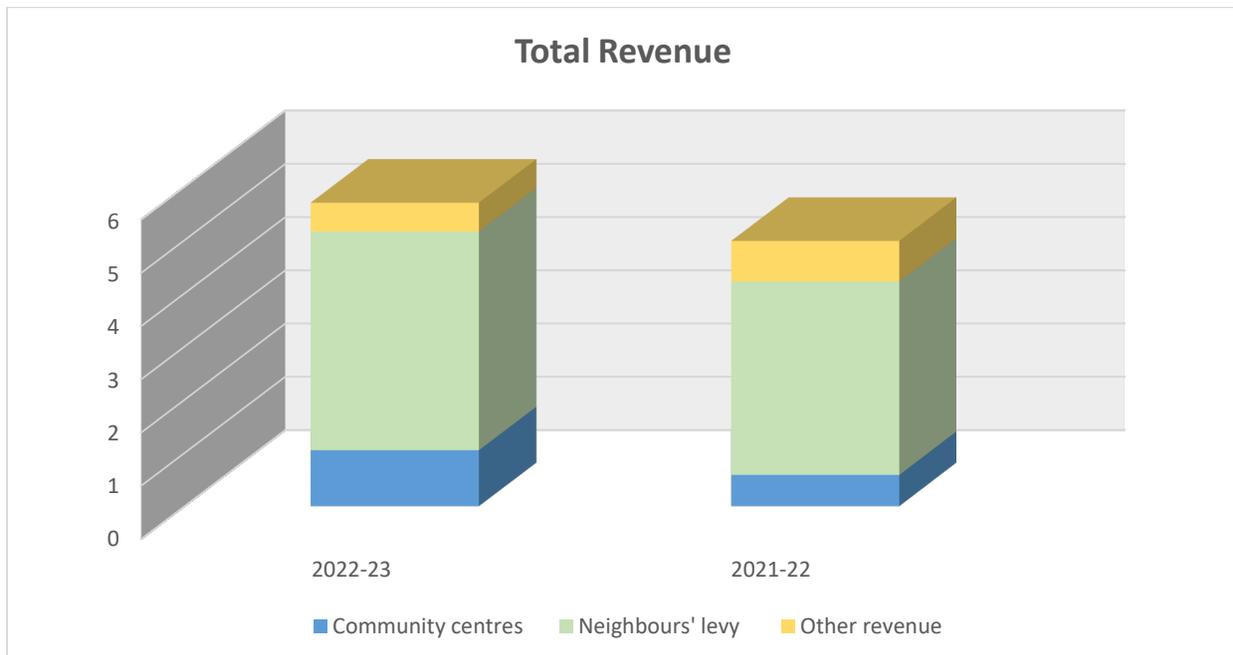
Description	2022-23	2021-22
Total Revenue	\$ 5,703,144	\$ 4,984,409
Total Expenditures	\$ 5,693,106	\$ 4,942,080
Total Surplus	\$ 10,038	\$ 42,329
Total Assets	\$ 3,423,302	\$ 3,372,988
Total Liabilities	\$ 1,517,810	\$ 1,477,534
Total Equity	\$ 1,905,492	\$ 1,895,454

The UNA’s surplus for fiscal 2022/23 was \$10,038. Based on our preliminary result before the audit was completed, a financial summary and analysis was done and presented to the Board in June and the surplus number stayed the same.

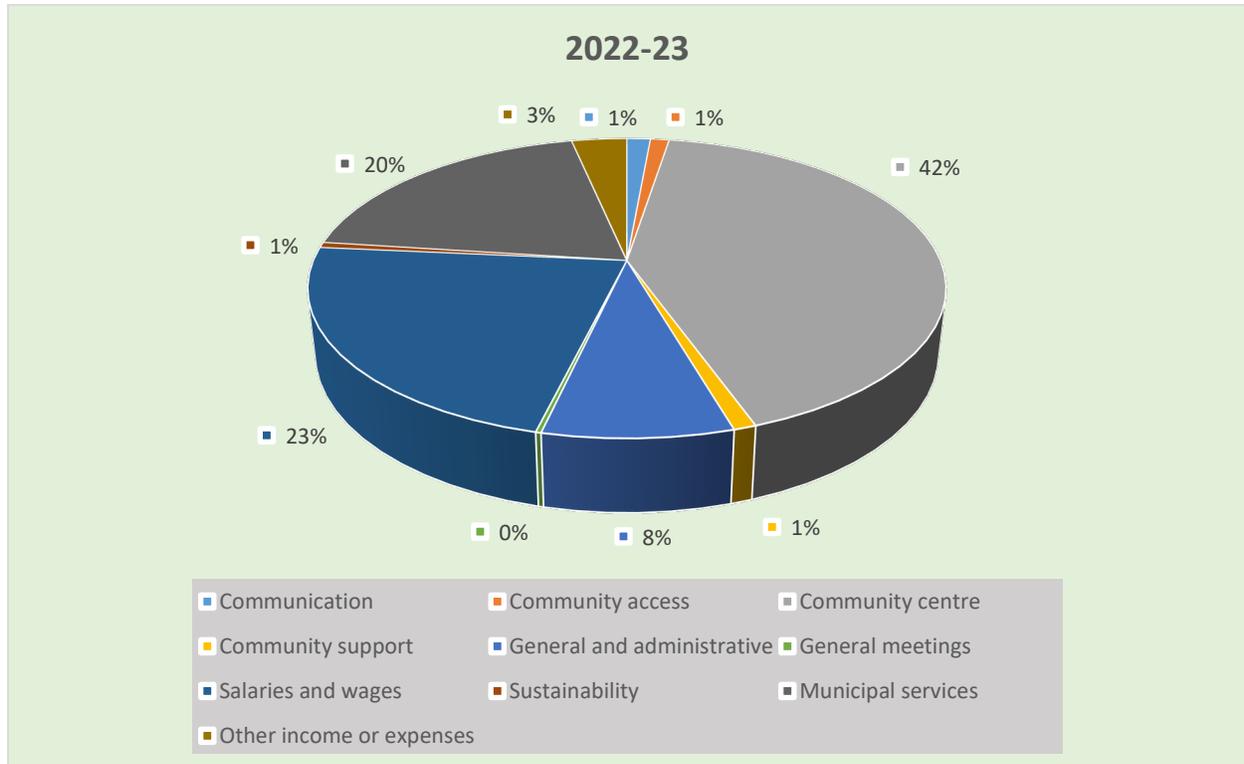
Once the Board approves the final financial statements, they will then be brought to the Annual General Meeting for presentation on September 27th.

These supplementary notes are provided to assist as background information for the fiscal year end 2022/23 audited financial statements.

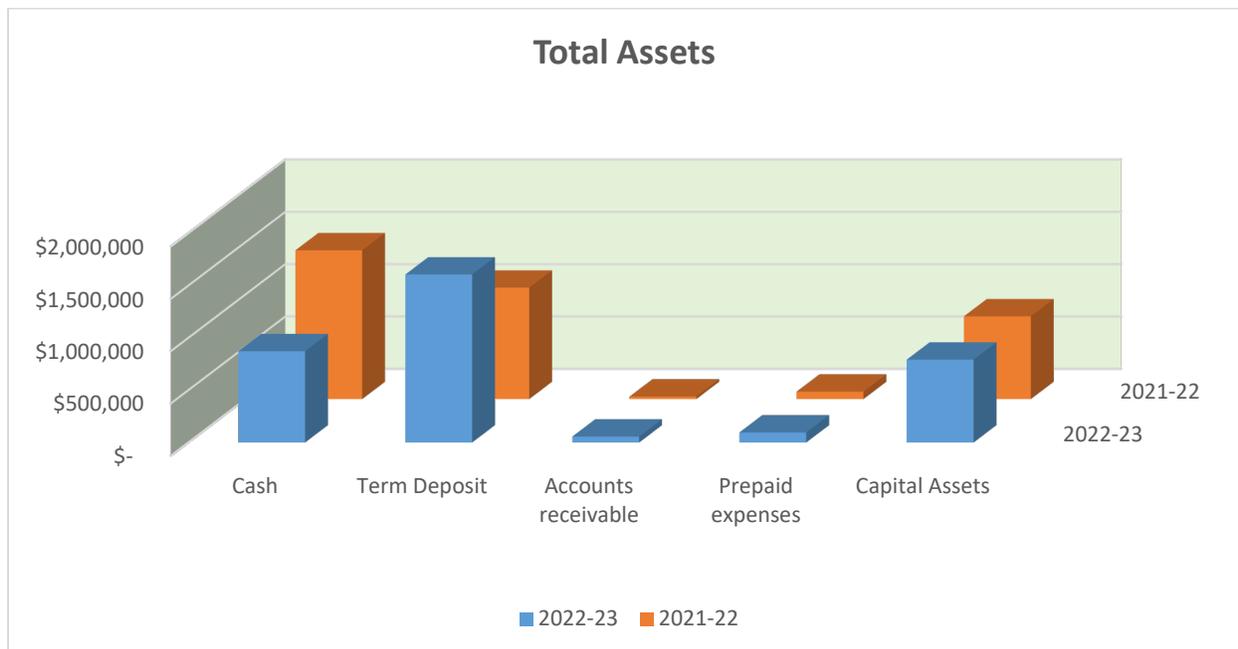
Total Revenue



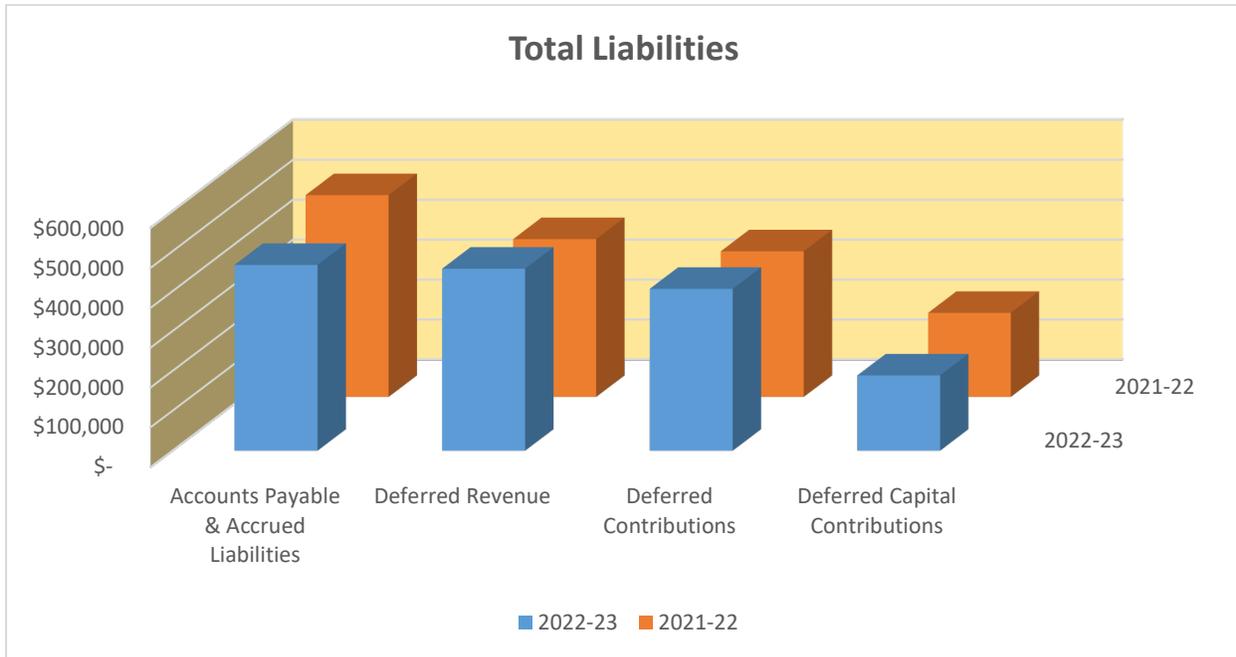
Total Expenditures



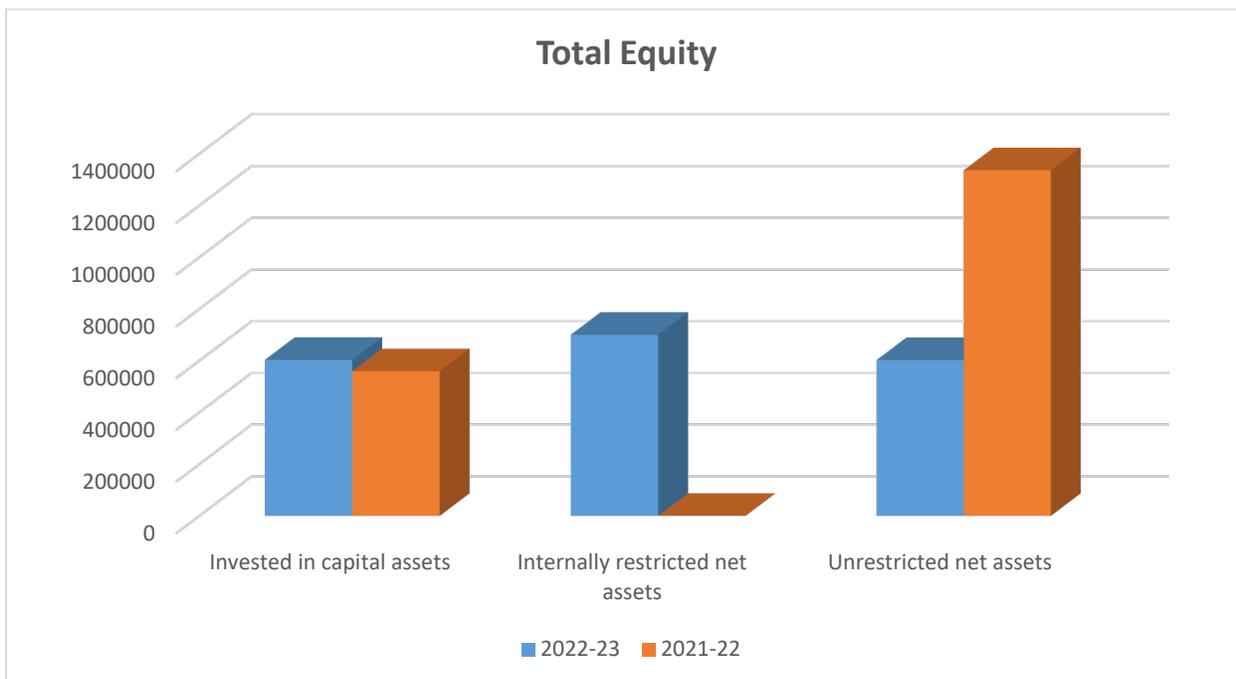
Total Assets



Total Liabilities



Total Equity



Financial Implications

None

Operational Implications

None

Strategic Objective

None

Attachments

1. Schedule A – Johnson Archer LLP – 2022/23 Financial Statements
2. Schedule B – Johnson Archer LLP – Report to the Board of Directors

Concurrence

None

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Athena Koon', written over a horizontal line.

Athena Koon
Finance Manager

A handwritten signature in blue ink, appearing to read 'Sundance Topham', written over a horizontal line.

Sundance Topham
Chief Administrative Officer

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Financial Statements
Year Ended March 31, 2023

Draft for discussion purposes only

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Index to Financial Statements
Year Ended March 31, 2023

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Draft for discussion purposes only

INDEPENDENT AUDITOR'S REPORT

To the Members of University Neighbourhoods Association

Report on the Financial Statements

Opinion

We have audited the financial statements of University Neighbourhoods Association (the "Association"), which comprise the statement of financial position as at March 31, 2023, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at March 31, 2023, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless those charged with governance either intend to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

(continues)

Independent Auditor's Report to the Members of University Neighbourhoods Association (*continued*)

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on Other Legal and Regulatory Requirements

As required by the Societies Act of British Columbia, we report that, in our opinion, the accounting policies applied in preparing and presenting the financial statements in accordance with Canadian Accounting Standards for Not-for-profit Organizations have been applied on a basis consistent with that of the preceding year.

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Statement of Financial Position
March 31, 2023

	2023	2022
ASSETS		
Current assets		
Cash	\$ 872,952	\$ 1,422,441
Term deposits (Note 4)	1,606,245	1,065,148
Accounts receivable	56,539	23,598
Prepaid expenses	95,755	70,760
	2,631,491	2,581,947
Capital assets (Note 5)	791,811	791,041
	\$ 3,423,302	\$ 3,372,988
LIABILITIES		
Current liabilities		
Accounts payable and accrued liabilities (Note 6)	\$ 466,060	\$ 505,628
Deferred revenue (Note 7)	456,616	395,649
	922,676	901,277
Deferred contributions (Note 8)	406,245	365,148
Deferred capital contributions (Note 9)	188,889	211,109
	1,517,810	1,477,534
NET ASSETS		
Invested in capital assets	602,922	559,187
Internally restricted (Note 10)	700,000	-
Unrestricted fund	602,570	1,336,267
	1,905,492	1,895,454
	\$ 3,423,302	\$ 3,372,988

Commitments (Note 12)

ON BEHALF OF THE BOARD

Chair

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Statement of Revenues and Expenditures
Year Ended March 31, 2023

	2023	2022
Revenue		
Community centres	\$ 1,051,208	\$ 586,527
Neighbours' levy (Note 11)	4,110,109	3,633,645
Other revenue	541,827	764,237
	5,703,144	4,984,409
Community services		
Communication	81,029	105,677
Community access	64,600	70,100
Community centre		
Direct operating costs	647,538	565,614
Programming	765,099	507,598
Salaries and benefits	974,790	867,884
Community support	55,251	37,352
General and administrative	462,976	506,610
General meetings	13,195	36,847
Salaries and wages (Note 13)	1,288,526	1,137,097
Sustainability	33,391	15,366
	4,386,395	3,850,145
Municipal services		
Common area maintenance	826,932	675,159
Direct operating costs	108,901	133,016
Insurance	180,601	133,626
	1,116,434	941,801
Excess of revenue over expenditures before other income or expenses	200,315	192,463
Other income or expenses		
Amortization of capital assets	200,285	189,237
Amortization of deferred capital contributions	(22,220)	(39,103)
Loss on disposal of capital assets	12,212	-
	190,277	150,134
Excess of revenue over expenditures for the year	\$ 10,038	\$ 42,329

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Statement of Changes in Net Assets
Year Ended March 31, 2023

	Invested in Capital Assets	Internally Restricted (Note 10)	Unrestricted	2023	2022
Net assets - beginning of year	\$ 559,187	\$ -	\$ 1,336,267	\$ 1,895,454	\$ 1,853,125
Excess (deficit) of revenue over expenditures	(190,277)	-	200,315	10,038	42,329
Fund transfer	213,267	-	(213,267)	-	-
Reallocation of funds	20,745	700,000	(720,745)	-	-
Net assets - end of year	\$ 602,922	\$ 700,000	\$ 602,570	\$ 1,905,492	\$ 1,895,454

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Statement of Cash Flows
Year Ended March 31, 2023

	2023	2022
Operating activities		
Excess of revenue over expenditures for the year	\$ 10,038	\$ 42,329
Items not affecting cash:		
Amortization of capital assets	200,285	189,237
Amortization of deferred capital contributions	(22,220)	(39,103)
Loss on disposal of capital assets	12,212	-
	200,315	192,463
Changes in non-cash working capital:		
Accounts receivable	(32,941)	1,678
Prepaid expenses	(24,995)	(59,887)
Accounts payable and accrued liabilities	(39,568)	147,246
Deferred revenue	60,967	156,127
	(36,537)	245,164
Cash flow from operating activities	163,778	437,627
Investing activity		
Purchase of capital assets	(213,267)	(90,789)
Financing activities		
Deferred contributions	41,097	45,148
Purchase of term deposits	(541,097)	(1,065,148)
Cash flow used by financing activities	(500,000)	(1,020,000)
Decrease in cash	(549,489)	(673,162)
Cash - beginning of year	1,422,441	2,095,603
Cash - end of year	\$ 872,952	\$ 1,422,441

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Notes to Financial Statements
Year Ended March 31, 2023

1. NATURE OF OPERATIONS

University Neighbourhoods Association (the "Association") is a not-for-profit organization incorporated under the Society Act of British Columbia on May 29, 2002. The Association represents the residents of the University of British Columbia ("UBC") designated local areas and delivers municipal-like services to them. The Association operates within the guidelines of its constitution and by-laws and the Neighbours' Agreement (the "Agreement") between the Association and UBC.

The Association's operations, as outlined in the Agreement, are funded by levies collected by UBC, community centres, and other revenue.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO") and incorporate the following significant accounting policies:

Capital assets

Capital assets are stated at cost less accumulated amortization. Capital assets are amortized over their estimated useful lives on a straight-line basis:

Computer hardware and software	3 years
Equipment and fixtures	10 years
Leasehold improvements	15 years
Website	5 years

Capital assets are amortized once put into use. No amortization is recorded in the year of disposition. Capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

The Association regularly reviews its capital assets to eliminate obsolete items.

Capital assets are written down when they no longer provide any long-term service potential to the Association. Any write-down is recognized as an expense to the extent an asset's carrying value exceeds its residual value.

(continues)

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Notes to Financial Statements
Year Ended March 31, 2023

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Revenue recognition

The Association follows the deferral method of accounting for contributions.

Unrestricted contributions including service levies are recognized as revenue when received or receivable if the amount can be reasonably estimated and collection is reasonably assured.

Externally restricted contributions are recognized as revenue in the year in which the related expenditures are incurred. Contributions externally restricted for the purchase of capital assets are deferred and amortized into revenue at the amortization rate of the related capital assets.

Internally restricted net assets consist of deferred operating contributions internally restricted by the Association to be used for board-approved projects, as well as funds internally restricted for future capital purchases.

Other revenue such as investment income, community centre fees, newspaper and miscellaneous are deferred and recognized as revenue when earned.

Donated materials and services

The Association does not record the value of donated materials and services as their fair value cannot be reliably measured.

Financial instruments

Financial instruments originated through arm's length transactions are initially measured at fair value. Financial instruments originated through related party transactions are initially measured at cost, except for derivative contracts and investments in equity or debt securities that are quoted in an active market. In subsequent periods financial instruments initially measured at cost continue to be measured at cost.

Subsequent measurement of financial instruments initially measured at fair value depends on their nature:

- Derivative contracts and investments in debt and equity securities that are quoted in an active market are subsequently measured at fair value;
- Financial instruments which management elects to measure at fair value are subsequently measured at fair value;
- All other financial assets and liabilities are measured at amortized cost.

Financial instruments carried at cost are tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments that will subsequently be measured at fair value are expensed when incurred. Transaction costs on financial instruments that will subsequently be measured at amortized cost are deferred and amortized over the life of the related instrument.

(continues)

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Notes to Financial Statements
Year Ended March 31, 2023

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Measurement uncertainty

The preparation of financial statements in conformity with ASNPO requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. These estimates include valuation of accounts receivable, capital assets, accrued liabilities, and deferred revenue. Such estimates are periodically reviewed and any adjustments necessary are reported in the period in which they become known. Actual results could differ from these estimates.

Government assistance

Government assistance is recorded as receivable when the Association qualifies under the terms of a government program and the amount of assistance can be reasonably estimated. Government assistance for current expenses is recorded as other revenue. Government assistance for future expenses is deferred and recognized into revenue in the same period as the related expenses are incurred.

3. FINANCIAL INSTRUMENTS

The Association's financial instruments consist of cash, term deposits, accounts receivable, and accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the Association is not exposed to significant interest, currency, or commodity risks arising from these financial instruments.

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Association is exposed to credit risk from customers. In order to reduce its credit risk, the Association reviews a new customer's credit history before extending credit and conducts regular reviews of its existing customers' credit performance. An allowance for doubtful accounts of \$nil (2022 - \$nil) is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information.

Fair Values

The Association's carrying values of cash, term deposits, accounts receivable, and accounts payable and accrued liabilities approximate their fair values due to the immediate or short-term maturity of these instruments.

4. TERM DEPOSITS

The Association has three term deposits in the form of guaranteed investment certificates ("GIC") of \$406,245, \$700,000, and \$500,000, accruing interest at 4.05%, 4.75%, and 4.00% respectively, per annum, and with maturity dates of June 24, 2024, September 29, 2023, and May 04, 2023, respectively.

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Notes to Financial Statements
Year Ended March 31, 2023

5. CAPITAL ASSETS

	Cost	Accumulated amortization	2023 Net book value	2022 Net book value
Computer hardware and software	\$ 169,704	\$ 110,404	\$ 59,300	\$ 29,703
Equipment and fixtures	1,277,175	907,200	369,975	360,010
Leasehold improvements	933,793	617,513	316,280	324,234
Website	132,500	86,244	46,256	77,094
	\$ 2,513,172	\$ 1,721,361	\$ 791,811	\$ 791,041

As at March 31, 2023, no events or changes in circumstances had occurred which indicated that capital assets require a write-down.

6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Included in accounts payable and accrued liabilities are the following government remittances payable:

	2023	2022
Employer Health Tax payable	\$ 12,387	\$ 9,071
Goods and Services Tax payable	27,401	22,255
Workers' Compensation Board payable	9,665	7,024
	\$ 49,453	\$ 38,350

7. DEFERRED REVENUE

	2023	2022
Balance at beginning of year	\$ 395,649	\$ 239,522
Current year additions	456,616	395,649
Less: amounts taken into revenue during the year	(395,649)	(239,522)
	\$ 456,616	\$ 395,649

Deferred revenue represents 2023 recreational fees received during the year for programs which have yet to occur.

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Notes to Financial Statements
Year Ended March 31, 2023

8. DEFERRED CONTRIBUTIONS

Deferred contributions are contributions into the Community Field Replacement Reserve to replace field facilities at the end of their useful lives as set out in the University Hill Secondary School Artificial Playfield Joint Use Agreement (the "Joint Use Agreement") between UBC and The Board of Education of School District No. 39 (the "School Board").

The Association was appointed by UBC as manager through the Wesbrook Place Artificial Playfield License Agreement (the "License Agreement") to perform certain functions as described in the Joint Use Agreement.

9. DEFERRED CAPITAL CONTRIBUTIONS

Deferred capital contributions represent funding received from The Neighbours' Fund (a fund managed by UBC consisting of monies raised by way of service levies collected by UBC) to complete leasehold improvements for the Community Centres. This deferred contribution is amortized to operations on the same basis as the related leasehold improvements.

	2023	2022
Deferred capital contributions	\$ 586,543	\$ 586,543
Accumulated amortization	(397,654)	(375,434)
	\$ 188,889	\$ 211,109

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Notes to Financial Statements
Year Ended March 31, 2023

10. INTERNALLY RESTRICTED NET ASSETS

Internally restricted net assets consist of deferred operating contributions internally restricted by the Association to be used for board-approved projects, as well as funds internally restricted for future capital purchases.

	2023	2022
Capital reserve		
Opening	-	-
Expenditures incurred	-	-
Transfer from unrestricted fund	700,000	-
	700,000	-

11. NEIGHBOURS' LEVY

Neighbours' levy funding is recorded net of reserve transfers and contributions, and withdrawals to UBC.

	2023	2022
Neighbours' Levy	\$ 7,440,000	\$ 6,403,835
Net Reserve Transfers	(378,352)	(354,576)
Total Neighbours' Levy & Reserves	7,061,648	6,049,259
UBC Withdrawals	(2,193,647)	(2,354,653)
Amounts Held Back	(689,391)	-
Net Levy Revenue	4,178,610	3,694,606
Unrecoverable Goods and Services Tax	(68,501)	(60,961)
Amount Available to the UNA	\$ 4,110,109	\$ 3,633,645

UBC withdrawals consist of amounts withdrawn by UBC out of the Neighbours' Fund and include the Stormwater and Sewage charges, as well as amounts withdrawn to pay the Fire Services fee.

12. COMMITMENTS

The Association has entered into a lease agreement for its premises and has committed to the following minimum annual lease payments along with a commitment for facility handyman services and photocopier services.

2024	\$ 72,074
2025	26,219
2026	3,292
2027	3,292
2028	1,920
	\$ 106,797

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
Notes to Financial Statements
Year Ended March 31, 2023

13. DIRECTORS' AND EMPLOYEE'S SALARIES

The Association paid the following amounts to directors and the Chair:

	2023	2022
<u>Directors</u>		
Ali Mojdehi	\$ 6,492	\$ -
Eagle Glassheim	6,492	-
Fei Liu	4,500	-
Maria Gallo	1,530	-
Murray McCutcheon	6,492	6,315
Terry Mullen	-	6,315
William Holmes	6,492	6,315
Zheng Kang	6,492	6,315
Subtotal	38,490	25,260
<u>Chair</u>		
Richard Watson	9,737	9,472
	\$ 48,227	\$ 34,732

Additionally, the Association paid \$765,744 (2022 - \$641,796) to seven (2022 - seven) employees of which six (2022 - five) employees earned above \$75,000.

University Neighbourhoods Association

*Report to the Board of Directors
Year ended March 31, 2023*

DRAFT

July 6, 2023

Board of Directors
University Neighbourhoods Association
202-5923 Berton Avenue
Vancouver, BC V6S 0B3

Dear Members of the Board of Directors:

We have completed our audit of the financial statements of University Neighbourhoods Association for the year ended March 31, 2023, and we propose to issue an unqualified report on those financial statements.

We have issued the accompanying report to assist members of the Board in their review of the financial statements. We would like to express our thanks to the management and staff of the Association who assisted us in carrying out our work.

We are available to meet with any member of the Board to discuss the contents of this report and any other matters which you consider appropriate.

Yours very truly,

Leroy Van Spronsen, CPA, CGA*
Partner
*Incorporated Professional

Encl.

The matters raised in this and other reports, which flow from the audit, are only those which have come to our attention through our audit and we believe, need to be brought to your attention. They are not a comprehensive record of all the matters arising, in particular we cannot be held responsible for reporting all risks in your business or all internal control weaknesses. This report has been prepared solely for your use and should not be quoted in whole or in part without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared for, and is not intended for, any other purpose.

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I Overview of Our Audit

Current auditing standards in Canada require Johnsen Archer LLP to communicate with those having oversight responsibility for the financial reporting process of University Neighbourhoods Association (“the Association”) with regard to the planning of the audit.

The financial statements of the Association were the responsibility of the Association’s management. Our responsibility as auditor was to express an opinion as to whether the Association’s financial statements present fairly, in all material respects, the financial position, results of operations and cash flows in accordance with Canadian generally accepted accounting standards for Not-For-Profit Organizations.

It is important to recognize that there were inherent limitations in the auditing process. For example, audits are based on the concept of selective testing of the data underlying the financial statements and are, therefore, subject to the limitation that material misstatements arising from the consequences of errors or fraud, or illegal acts, if any exist, may not be detected. Also, because of the nature of fraud (including attempts at concealment through collusion and forgery) an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a fraud even if the fraud is material in amount.

During our audit we conducted enquiries of management and others within the Association, considered results of analytical procedures and considered whether there are conditions generally present to commit fraud. We assessed risks of fraud throughout the audit and evaluated management’s programs and controls relating to fraud. As part of our audit we examined journal entries and accounting estimates, for biases, and added an element of unpredictability in audit procedures. Part of the governance role of the board is to understand the risks of the Association and management’s responses to those risks, including fraud.

Effective internal controls and procedures reduce the likelihood that errors, fraud or illegal acts will occur and remain undetected; however, it does not eliminate that possibility. Our responsibility regarding fraud was to obtain reasonable assurance that material misstatements resulting from fraud will be detected. Accordingly, while we cannot guarantee that all errors, fraud or illegal acts, if present, have been detected, our audit provides reasonable, but not absolute, assurance of detecting errors or fraud that would have had a material effect on the financial statements as well as illegal acts having a direct and material effect on the financial statements.

We have completed our audit of the financial statements of the Association. We conducted our audit in accordance with Canadian Auditing Standards for not-for-profit organizations. In the course of our work, we did not encounter any unresolved matters material to the financial statements that, in our judgment, required adjustment or reclassification. We confirm that there are no disagreements between management and ourselves about matters that could be significant to the Association's financial statements.

We believe we have been given access to all records, documents, and other information we required. Management and employees of the Association have given us their full cooperation throughout the year and kept us informed of important transactions and events.

In addition, we further understood that you required:

- Comments, if any, on internal controls and other matter we believe will be of interest to you;
- Information and comments on new and proposed technical pronouncements and regulatory requirements that may affect the financial statements of the Association.

In the course of our work, we identified various business matters which have been discussed further under Part III below.

DRAFT

II Engagement Team

**Leroy Van Spronsen, CPA,
CGA**
Engagement Leader

- Has the overall authority and responsibility for the audit engagement and key conclusions reached by the engagement team on all accounting and auditing matters
- Performed quality control on all reports and other information prepared by Johnsen Archer LLP to help ensure the form, content and disclosures meet the latest firm and professional standards

Prabh Toor, CPA
Manager

- Reviewed all reports and other information which Johnsen Archer LLP opined or attested to help ensure that the form, content and disclosures met the latest firm and professional standards
- Served as the day-to-day audit liaison between the Association and Johnsen Archer LLP
- Identified, scheduled and supervised the professionals who performed the day-to-day audit work for the Association, reported directly to the partner

Harmeet Rattanpal
Staff Accountant

- Completed all audit field work
- Prepared working paper file
- Examined audit evidence
- Prepared all related analysis
- Reported directly to Manager

III Significant Audit, Accounting and Financial Reporting Matters

A key aspect of our audit approach is to focus our audit on those risks that may impact financial reporting.

Below is a summary of the risk analysis of the Association:

Risk Identified	Audit Response
<p>Self-review Threat During our audit, we may be required to propose journal entries, which raises the issue of self-review as a risk</p>	<p>All journal entries will be explained in detail to management and assurance sought, through discussion, to ensure they are fully understood and embraced by the client. Management reviews all proposed entries and ultimately signs off by posting them to the general ledger.</p>
<p>Overstatement of Expenses There is a presumed high risk of overstatement of expenses for non-for-profit organizations</p>	<p>Expense items recorded throughout the year will be tested and examined for existence and accuracy based on the audit approach.</p>

IV Internal Controls and Business Issues

We considered the Association's system of internal control in order to determine audit procedures for the purpose of expressing our opinion on the financial statements. We are not obligated to search for matters beyond those that come to our attention during the normal course of planning and performing the audit. Accordingly, an audit would not usually identify all matters of interest to management in discharging its responsibilities.

V Other Required Communications

CPA Canada Handbook Section CAS 240, “Communications with Those Having Oversight Responsibility for the Financial Reporting Process” sets out certain specific areas for communication with the Board of directors. Those that are relevant in your circumstances are as follows:

Fraud, Errors and Illegal Acts

We are required to inform the Board of Directors whether, as a result of our testing, we have become aware of any fraudulent or illegal acts. Our audit tests are not specifically designed to detect such items, although should we become suspicious or aware of any occurrences, we would report directly to you. We expect management to inform the Board of Directors and the auditor about any fraud, whether or not material that involves management or other employees who have a significant role in internal controls.

Part of your governance role is to understand the risks of the business, including fraud, and management’s response. We would like to:

- Obtain your view on fraud
- Share our view on fraud, responsibility and procedures

As part of our assessment of risk of fraud, we considered the following, as applicable:

- Key incentives and pressures to commit fraud
- Journal entries and other adjustments
- Accounting estimates
- Significant unusual transactions
- Suspense accounts

Audit Response

During the course of our audit, we detected no circumstances of fraud or suspected fraud and encountered no illegal acts. No such matters have been brought to our attention by management or the Board of Directors. We remind you that this absence of evidence detected during our work does not mean that fraud has not occurred.

Independence

We are required to communicate to the Board of Directors, at least annually, all relationships between the Association and Johnsen Archer LLP that, in our professional judgment, may reasonably be thought to bear on our independence.

Audit Response

We confirm our independence as of the date of this Audit Report.

Qualitative Aspects of Accounting Principles

The primary responsibility for establishing the Association's accounting principles rests with management. To assist the Board of Directors in its review of the financial statements, we have had an open and frank discussion with management about our professional judgments on the qualitative aspects of accounting principles used by the Association. This discussion included items that have a significant effect on the understandability, reliability, and comparability of the financial statements.

Audit Response

The Association's significant account policies are summarized in Note 2 to the financial statements. At this time, we are not aware of any inappropriate policies adopted by the Association, or any instances where another accounting policy might be thought to be more appropriate.

Other Communications and our Response

- We are not aware of any management consultations with other accountants relating to potential audit issues.
- We are not aware of any issues with management in connection with the recurring appointment of us as auditors.
- There were no serious difficulties encountered while performing the audit.

Summary of Adjusted Differences

There were no adjusted differences to note.

Summary of Unadjusted Differences

UJE #	Account Name	Debit	Credit
1	RBC GIC	\$3,123.29	
	RBC Reserve GIC	\$16,761.61	
	RBC Reserve GIC	\$12,666.49	
	VSB Field Replacement Reverse		\$12,666.49
	Interest Revenue		\$19,884.93
	<i>To record the interest accrual on the GICs.</i>		

Appendix A – Client’s Representation Letter

DRAFT

UNIVERSITY NEIGHBOURHOODS ASSOCIATION

#202 – 5923 Berton Avenue
Vancouver, BC V6S 0B3

July 6, 2023

Johnsen Archer LLP
300 - 7485 130th Street
Surrey, B.C. V3W 1H8

Dear Sir / Madam:

We are providing this letter in connection with your audit of the financial statements of University Neighbourhoods Association as of March 31, 2023 and for the year then ended, for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows of University Neighbourhoods Association in accordance with Canadian accounting standards for not-for-profit organizations.

We acknowledge that we are responsible for the fair presentation of the non-consolidated financial statements in accordance with Canadian accounting standards for non-for-profit organizations and for the design and implementation of internal control to prevent and detect fraud and error. We have assessed the risk that the non-consolidated financial statements may be materially misstated as a result of fraud, and have determined such risk to be low. Further, we acknowledge that your examination was planned and conducted in accordance with Canadian generally accepted auditing standards so as to enable you to express an opinion on the non-consolidated financial statements. We understand that while your work includes an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, it is not designed to identify, nor can it necessarily be expected to disclose fraud, shortages, errors and other irregularities, should any exist.

Certain representations in this letter are described as being limited to matters that are material. An item is considered material, regardless of monetary value, if it is probable that its omission from or misstatement in the non-consolidated financial statements would influence the decision of a reasonable person relying on the non-consolidated financial statements.

We confirm, to the best of our knowledge and belief, as of July 6, 2023, the following representations made to you during your audit.

1. The financial statements referred to above present fairly, in all material respects, the financial position of the Association as at March 31, 2023, and the results of its operations and its cash flows for the period then ended, in accordance with Canadian accounting standards for not-for-profit organizations.
2. We have made available to you all financial records and related data and all minutes of the meetings of directors and committees of directors.
3. We have responded fully to all enquiries made to us and have made available to you all accounting and financial records and related data of the Association during your audit.

4. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements. All financial statement misstatements identified and discussed with us in the course of the examination have been recorded.
5. We are unaware of any known or probable instances of non-compliance with the requirements of regulatory or governmental authorities, including their financial reporting requirements.
6. We are unaware of any violations or possible violations of laws or regulations the effects of which should be considered for disclosure in financial statements or as the basis of recording a contingent loss.
7. We have identified to you all known related parties and related party transactions, including guarantees, non-monetary transactions and transactions for no consideration.
8. We have no knowledge of fraud or suspected fraud affecting the entity involving management; employees who have significant roles in internal control, or others, where the fraud could have a nontrivial effect on the financial statements.
9. We have no knowledge of any allegations of fraud or suspected fraud affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others.
10. We believe that the significant assumptions used in arriving at the fair values of financial instruments as measured and disclosed in the financial statements are reasonable and appropriate in the circumstances.
11. We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities reflected in the financial statements.
12. All related party transactions have been appropriately measured and disclosed in the financial statements.
13. We have disclosed to you all material transactions undertaken during the period, including non-monetary transactions and those for no consideration.
14. The nature of all material measurement uncertainties has been appropriately disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.
15. We have informed you of all outstanding and possible claims, whether or not they have been discussed with legal counsel.
16. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
17. The Association has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

Where the value of any asset has been impaired, an appropriate provision has been made in the financial statements. This includes:

- (a) Appropriate provisions for idle, abandoned, destroyed or obsolete assets or where site restoration costs will be necessary; and
- (b) Impairments in the value of goodwill or intangible assets.

18. We have disclosed to you, and the Association has complied with, all aspects of contractual agreements that would have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.
19. There have been no events subsequent to the balance sheet date up to the date hereof that would require recognition or disclosure in the financial statements. Further, there have been no events subsequent to the date of the comparative financial statements that would require adjustment of those financial statements and the related notes.
20. We have disclosed to you all significant customers and/or suppliers of the Association who individually represent a significant volume of transactions with our Association. We are of the opinion that the volume of transactions (e.g., sales, services, purchases, borrowing and lending) done by the Association with any one party is not of sufficient magnitude that discontinuance would have a material negative effect on the ongoing operations of the Association.
21. Provision has been made for any material loss to be sustained in the fulfillment of, or from an inability to fulfill, any sales commitments.
22. Receivables recorded in the financial statements represent valid claims against debtors for sales or other charges arising on or before the balance sheet date and have been appropriately reduced to their estimated net realizable value.
23. There were no inventories on consignment, bill-and-hold, or other arrangements, either owned by us or by our suppliers. Provision, when material, has been made (i) to reduce excess or obsolete inventories to their estimated net realizable value and (ii) for any loss to be sustained as a result of purchase commitments for inventory quantities in excess of normal requirements or at prices in excess of the prevailing market prices.
24. There are no material unrecorded assets or contingent assets (such as claims related to patent infringements or unfulfilled contracts whose value depends on satisfying conditions regarded as uncertain), that have not been disclosed to you.
25. We have disclosed to you all significant estimates and fair value measurements. We are of the opinion that:
 - a) The measurement methods used are permitted under Canadian generally accepted accounting principles and appropriate in the circumstances;
 - b) The underlying assumptions are reasonable and reflect management's best estimates considering existing market information;
 - c) The method of valuation has been applied consistently;
 - d) The assumptions are consistent with management's intended courses of action; and
 - e) Financial statement disclosures are in accordance with Canadian generally accepted accounting principles.
26. We have obtained all consents that are required under applicable privacy legislation for the collection, use, and disclosure to you of personal information.
27. The minute books of the Association are a complete record of all meetings and resolutions of directors throughout the period and to the present date, with the exception of restricted closed

meeting minutes.

28. We are aware of the environmental laws and regulations that have an impact on our Association and we are in compliance. There are no known environmental liabilities that have not been accrued for or disclosed in the financial statements.

Other

1. None of the members were in debt to the Association, other than in the ordinary course of business at the year-end or at any time during the year.
2. The Association did not make any related party transactions during the year that have not been disclosed to you.
3. All management fees, bonuses or other remuneration paid to or accrued on behalf of members or related parties represent the fair market value of services performed for, or goods provided to, the Association.
4. We hereby acknowledge that Johnsen Archer LLP have made us aware of your legal obligations under the Proceeds of Crime (Money Laundering) and Terrorist Financing Act. We hereby acknowledge that we are aware of potential conflict of interest that may arise as a result of our legal obligations under this Act and authorize Johnsen Archer (LLP) to release and disclose information about University Neighbourhoods Association as required by statute.
5. We confirm that another auditor has not been appointed in respect of these financial statements.

Yours truly,

UNIVERSITY NEIGHBOURHOODS ASSOCIATION

Sundance Topham

Athena Koon

Date signed

Date signed

Appendix B – Draft Audit Report

DRAFT

Independent Auditor's Report

To the Members of University Neighbourhoods Association

Report on the Financial Statements

Opinion

We have audited the financial statements of University Neighbourhoods Association (the Association), which comprise the statement of financial position as at March 31, 2023, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at March 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless those charged with governance either intend to liquidate the Association or to cease operations, or have no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an

audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on Other Legal and Regulatory Requirements

As required by the Societies Act of British Columbia, we report that, in our opinion, these accounting policies applied in preparing the financial statements in accordance with accounting standards for Not-For-Profit Organizations have been applied on a basis consistent with that of the preceding year.

Surrey, B.C.
July 6, 2023

CHARTERED PROFESSIONAL ACCOUNTANTS

Appendix C – Independence Letter

DRAFT

July 6, 2023

University Neighbourhoods Association
202 - 5923 Berton Avenue
Vancouver, BC V6S 0B3

Attention: Mr. Sundance Topham, Chief Administrative Officer

Members of the Board of Directors:

We have been engaged to audit the financial statements of University Neighbourhoods Association for the year ended March 31, 2023.

Canadian generally accepted auditing standards require that we communicate at least annually with you regarding all relationships between the Association and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, the standards require us to consider relevant rules and related interpretations prescribed by the Organization of Chartered Professional Accountants of British Columbia ("CPABC") and applicable legislation, covering such matters as:

- a) holding a financial interest, either directly or indirectly, in a client;
- b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- d) economic dependence on a client; and
- e) provision of services in addition to the audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since July 6, 2022 the date of our last letter.

We are aware of the following relationships between the Association and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence. The following relationships represent matters that have occurred from April 1, 2022 to July 6, 2023.

We may provide assistance in the preparation of the financial statements, including adjusting journal entries.

These services may create a self-review threat to our independence. We, therefore, will ensure that the following safeguards are put in place:

- a) management creates the source data for all the accounting entries;
- b) management develops any underlying assumptions required with respect to the accounting treatment and measurement of the entries;
- c) management reviews and approves all journal entries proposed by us, as well as the financial statements; and
- d) someone other than the preparer reviews the proposed journal entries and financial statements.

Canadian generally accepted standards for audit engagements require that we confirm our independence to the proprietor in the context of the CPABC Code of Professional Conduct. Accordingly, we hereby confirm that we are independent with respect to the Association within the meaning of the CPABC Code of Professional Conduct as of July 6, 2023.

This report is intended solely for the use of management and others within the Association and should not be used for any other purpose.

Should you wish to discuss this matter with us further, please contact us at your earliest convenience. Thank you again for the opportunity of providing our services to your Association.

Yours truly,

JOHNSON ARCHER LLP

Per:

Leroy Van Spronsen, CPA, CGA*
Partner
*Incorporated Professional

DRAFT



Report Date: June 28, 2023
Meeting Date: July 6, 2023
From: Sundance Topham, Chief Administrative Officer
Subject: 2023-24 Insurance Renewal Update

Background

The UNA insurance coverage comes up for renewal annually on July 1st.

At the June 20, 2023 meeting the UNA Board passed the following motion:

THAT the Board authorize the Chief Administrative Officer to agree on behalf of the UNA to the insurance coverages for the period July 1st, 2023 to June 30th, 2024.

The applicable insurance coverage has been renewed and the following report summarizes the renewal.

Decision Requested

For information

Discussion

The UNA procures insurance on an annual basis from July 1st to June 30th of the following year.

The following insurance policies were set to expire on July 1, 2023:

- Commercial General Liability
- Property All Risk
- Abuse Liability

Additionally the annual renewal premium for Directors and Officers insurance, which is on a three year term, is due.

As noted at the June Board meeting, the timing for the renewal of the insurance is awkward, as the terms typically do not come in until right before the insurance expires. Due to this, the Board confirmed that the Chief Administrative Officer was to agree on behalf of the UNA to the insurance coverages for the upcoming year.

The renewal of the insurance has been completed, with no surprises or significant cost increases to date.



The following table summarizes the insurance coverage, noting changes (if any) from the previous year’s coverage.

The UNA does not receive our new rates from UCIPP (Building Insurance) until August, so the 2022 total with a 10 per cent increase has been utilized as a placeholder for the summary. The 2023 Commercial General Liability insurance includes the additional premium for taking on management of the municipal services.

Insurance	Provider	Coverage	Coverage Changes	2022 Premium	2023 Premium
Commercial General Liability	AXA XL	\$10M Coverage \$10,000 Deductible	None	\$80,000	\$100,000
Abuse Coverage	Beazley	\$1M Coverage \$50,000 Deductible	Minor wording changes to policy	\$41,000	\$41,000
Directors and Officers	Trisura	\$2M Coverage \$10,000 Deductible	None	\$2,750	\$2,750
Property - Contents Insurance	Aviva	Coverage as per values provided \$2500 Deductible Earthquake 10%	None	\$5,790	\$6,021
Property – Building Insurance	UCIPP	\$10,000 Deductible 10% Earthquake	None	\$52,686	\$57,954 (estimated)

Financial Implications

For 2023-2024 the UNA budgeted \$200,000 to cover the cost of insurance premiums.

The total amount for insurance, with an estimate for UCIPP results in a total cost as follows:



Insurance	Provider	Premium
Commercial General Liability	AXA	\$100,000
Abuse	Beazley	\$41,000
Property	UCIPP	\$57,954*
Contents	Aviva	\$6,021
Directors and Officers	Trisura	\$2,750
Total:		\$207,752

*Estimated

Operational Implications

None

Strategic Objective

Securing adequate insurance ties in directly with the UNA Strategic Priority of Governance.

Attachments

None

Concurrence

1. Athena Koon, Finance Manager
2. Wegland Sit, Operations Manager

Respectfully submitted,

Sundance Topham
Chief Administrative Officer



Report Date: July 11, 2023
Meeting Date: July 18, 2023
From: Athena Koon, Finance Manager
Subject: Neighbours' Levy & Fire Services Fee for 2023-24

Background

The UNA bills UBC for amounts to fund operations, which come from Neighbours' Fund. UBC also uses a portion of the Neighbours' Levy to pay for the Fire Service Fee. The Neighbours' Levy is not a fixed budget amount, it is contained within the budget as a projected amount.

For 2023, the actual Neighbours' Levy is approximately \$8,625,731, which is \$140,731 higher than the projected amount. For the Fire Services Fee, the estimated actual amount for 2023/24 is going to be \$160K higher than the projected amount, which is going to be around \$1.7M. The two amounts will impact the total revenue the UNA receives from UBC over the course of the fiscal year. Total revenue is estimated to be \$19K less than what is anticipated in our 2023/24 annual budget which is not going to be a material impact.

Decision Requested

For Information

Discussion

Neighbours' Levy

The latest Neighbours' Levy information provided by UBC is as follows:





	Actual 2022	Projected 2023	Actual 2023	Changes to Projection	%
Rate					
Residential	1.09	1.19	1.19	0.0	0%
Commercial	2.01	4.05	2.32	-1.7	-43%
Assessments					
Residential	6,678,695,700	6,869,711,553	7,074,613,600	204,902,047	3%
Commercial	86,067,900	83,603,000	93,703,000	10,100,000	12%
Total Levies (SL, GMSL)	\$ 7,441,234	\$ 8,485,000	\$ 8,625,731	\$ 140,731	1.7%

Fire Services Fee

UBC uses a portion of the Neighbours' Levy to pay the fire services charge. Notice was received in mid-June that the fee for 2023/24 will likely be \$160K more than the budgeted amount of \$1.59M - closer to \$1.7M.

Financial Impact

The total variance of the extra Neighbours' Levy and the additional Fire Services Fee payable is around 19K which is not a material impact. The UNA bills UBC for amounts to fund operations on a quarterly basis. The billings for the first and second quarter of the fiscal year are typically based on the projected amounts. The actual Neighbours' Levy collected and the fire service fee the adjustments will be done in quarter three or later.

Financial Implications

\$19K (unfavorable)

Operational Implications

None

Strategic Objective

None



Attachments

None

Concurrence

None

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Athena Koon', written over a horizontal line.

Athena Koon
Finance Manager

A handwritten signature in blue ink, appearing to read 'Sundance Topham', written over a horizontal line.

Sundance Topham
Chief Administrative Officer



Report Date: July 11, 2023
Meeting Date: July 18, 2023
From: Athena Koon, Finance Manager
Subject: Community Field Replacement Reserve

Background

The Wesbrook Community Field is owned by UBC and licenced to the Vancouver School Board (VSB) for exclusive school usage during school time, while the UNA manages the availability outside of these hours. The UNA serves as the facility manager responsible for the day-to-day maintenance, operations, and support booking system arrangement. This arrangement is addressed in two agreements applicable to the UNA: the UBC-VSB University Hill Playfield Joint Use Agreement and the Wesbrook Place Artificial Playfield License.

Based on the agreements, there is also a Community Field Replacement Reserve (Field Reserve), which is contributed to annually by both the UNA (\$60K) and VSB (\$40K). The agreement notes that the reserve will be contributed to for 10 years starting 2013/14. The current set up of how the reserve is managed is that UBC holds the Community Field Replacement Reserve as part of the Neighbours’ Fund and the UNA holds the VSB annual contribution in our accounts.

As per direction provided by UBC Finance, the Field Reserve is considered a separate entity from the other Neighbours’ Fund reserves and requires a UNA Board resolution allowing the transfer of funds to take place. This report recommends the \$60K transfer for this fiscal year. The amount has been included in the UNA’s annual budget for 2023/24. The same amount has also been factored in as a deduction when we bill UBC for the Neighbour’s levy on a quarterly basis.

Decision Requested

1. THAT the Board agree to allow UBC to transfer the budgeted amount of \$60,000 to the Community Field Replacement Reserve in the Neighbours’ Fund for fiscal year 2023/24.

Discussion

As of the end of fiscal 2022/23, VSB have contributed a total of \$400K towards this reserve and as of the end of fiscal 2023/24, the UNA will have contributed a total of \$600K. This should conclude the required contribution set by the current agreement in place. This reserve has never been used in the past so the reseve should accumulate in



total close to \$1 Million dollars plus all the applicable interest. Since the field is at the end of its useful life, the UNA is currently working with UBC and VSB to begin replacing the field, with a replacement timeframe tentatively set for next summer. The current estimated cost for this field replacement is close to \$1 million dollars. That means the current reserve will almost be exhausted by the end of next year. Since both the UNA and VSB are no longer bound by the current agreement to set aside more money for the reserve, it is important that a discussion should take place with all the related parties in deciding next steps for contributing to a future field replacement reserve.

Financial Implications

None

Operational Implications

None

Strategic Objective

None

Attachments

None

Concurrence

None

Respectfully submitted,

Athena Koon
Finance Manager

Sundance Topham
Chief Administrative Officer



Report Date: July 10, 2023
Meeting Date: July 18, 2023
From: Sundance Topham, Chief Administrative Officer
Subject: July Management Update

Background

The July 2023 Management Update is presented for information.

Decision Requested

For information

Discussion

CHIEF ADMINISTRATIVE OFFICER

In late June and early July a major focus was on finalizing the annual insurance renewal, as well as preparing for the upcoming summer season, including Annual General Meeting (AGM) planning.

Some of the key areas that I worked on include the following:

Board Relations

- Attended the July Finance and Audit Committee meeting.
- Attended a Neighbours Agreement Committee meeting with UBC staff to discuss the Infrastructure Replacement Reserve as well as overall progress on the Neighbours Agreement rewrite.
- Supported the Board in the recruitment process for the new Chief Administrative Officer.

Operations

- Supported the Operations Department with several initiatives, including pre-planning to repair and replace the Wesbrook Community Field as well as the replacement process for the Old Barn Community Centre (OBCC) roof.
- Participated with UNA staff in the Neighbourhood Climate Action Plan (NCAP) working group.
- Attended a site tour of the existing UNA temporary public works yard in anticipation of long-term replacement planning.

Finance

- Assisted Finance with preparations for the July Finance Committee meeting.

Risk Management

- Supported the Operations Manager in discussions regarding insurance coverage.
- Attended a meeting between the UNA Chair and the AVP Campus and Community Planning to discuss neighbourhood street trees.

Programs and Services

- Met with the Recreation Manager to discuss outcomes of the Recreation Program Review.

Human Resources

- Continued the hiring process for the Administrative Assistant replacement.

Community Relations

- Responded to several community enquiries, including questions on parking and landscaping noise.

COMMUNICATIONS

The Campus Resident Update

The Campus Resident's new website is in the final stages of being completed. The Communications Team has reviewed the latest version of the test site and after some minor changes, it will be ready to be populated with content.

Staff has started recruiting volunteer writers/contributors and we are seeing plenty of uptake with lots of community members writing in and asking to be involved.

Annual General Meeting Support

Communications worked with the Chief Administrative Officer to finalize the AGM materials, update the AGM task list and timeline and we are in the process of assembling the core team for AGM 2023. The team will be meeting weekly in the lead up to the event to ensure that the event goes smoothly.

Website Additions

The Communications Team is currently working on adding a newcomer's resource page. The page will contain information that might be useful for newcomers to our neighbourhoods, provincial and federal programs, as well as a carousel of recreation

programs that they might be interested in. The new page will be ready in the coming weeks.

Community Engagement Advisory Committee (CEAC) Support

The Communications Manager continues to provide support for the Community Engagement Advisory Committee (CEAC) including the work on the committee's social events planning. An event is being planned for August in coordination with Recreation Team in the hopes of expanding/adding to the summer installment of Music in the Park at Jim Taylor Park.

Neighbour's Day

Promotional planning for Neighbour's Day has started. Communications will be working with the Recreation Team to plan/create promotional materials, signage, social media coverage and other needs.

Other:

- Promotional support for Fitness programs
- Promotional support for Spring Art Fair
- Support for creating branded materials for UNA Camps
- Support for the Operations Team in creating various signage

RECREATION

Summer is here and the Wesbrook Community Centre (WCC) and Old Barn Community Centre (OBCC) are alive with children filling our camp offerings.

June saw the end of spring programming, the full planning of fall programming, several small events, National Indigenous Peoples Day, the new Spring Art Fair and cumulated with a street hockey game at the Canada Day celebration on July 1st.

Staffing Training Updates

Staff is currently undergoing training in the following areas.

First Aid Certification

Workplace Bullying and Harassment

Xplor Recreation Systems

Recreation and Culture Programming Review Update

The Recreation and Culture Programming Review is represented in the Fall of 2023 programming. The following offerings are as highlighted.



Management	Staff: Recruitment, Retention. HR focus on new position for Fall of 2023, Change to Seniors Support, and Increased focus on Volunteers and Newcomers.
Programming	Increase in Programming offered in Secondary languages. Emphasis on partnership programming – Kids and Adults. ESL classes to increase. Introduction of newcomer friendly programming.
Fitness	Revitalization of the OBCC Fitness Centre, Open House – August 8 th , 2023 from 6:00 PM until 8:00 PM – Repurposing Scheduled for August/ September
Customer Service	Communication Pieces – Signage, Volunteer Board, Return of Cash Handling.

UNA/UBC Newcomers Project

UBC student Rose Wu has begun the exploratory stage of the newcomer’s project, participating in our programming, and interacting with staff and instructors in addition to members of the UNA. The UNA is liaising with UBC professor of History Henry Yu on the Newcomers Project. Rose Wu will work with the Recreation Manager to pair information gathered by the Recreation and Culture Review with new information specific to newcomer families with the intent of presenting the UNA with a source curriculum a welcoming resource program to inform and assist in the migration of newcomers to the UNA - with a projected implementation date of January 2024.

Extended Hours of Operation from August 1 to December 31, 2023

Starting from August 1, 2023, the following hours of operation at WCC and OBCC will be implemented.

Extended hours for OBCC during the weekdays. The closing time will be extended from 7:00 pm to 9:00 pm.

WCC Fitness Centre opening on holidays will be advanced from 8:00 am to 7:00 am.

Hours of Operation	Wesbrook Community Centre		Old Barn Community Centre	
	Aug 1 to Dec 31, 2023	Main facility	Fitness Centre	Main facility
Weekday	8:30am to 10:00pm Mon – Fri	6:00am to 10:00pm Mon – Fri	7:00am to 9:00 pm Mon - Fri	7:00am to 9:00 pm Mon - Fri



Weekend	8:30am to 9:00pm Sat & Sun	7:00 am to 9:00 pm Sat & Sun	7:00am to 7:00pm Sat & Sun	7:00am to 7:00pm Sat & Sun
Holiday	10:00 am to 5:00 pm	7:00 am to 5:00 pm	10:00 am to 5:00 pm	10:00 am to 5:00 pm

WCC and OBCC are observing Holiday Hours (10am – 5pm) on the following days:
Saturday thru Monday, **August 5-7th, 2023** – BC Day Holiday Weekend.

Customer Service & Facilities Update – Qiuning Wang, Assistant Manager

In June, the Front Desk Team continued to support the incoming members to the UNA neighbourhoods and the campus - 418 new clients were enrolled in our registration system including 292 UNA and 37 UBC/UTown members.

Front Desk facilitated over 1500 sports drop-ins in June and provided support to programs, internal and external room bookings and three birthday parties, as well as to community events including Spring Art Fair, National Indigenous People’s Day, and Canada Day. Open Gym Schedule, Program Drop-In Schedule and Community Field Schedule are now posted online and onsite and updated weekly.

Facility Management

Happy to report there has been a reduction in the number of rodent reports, thanks in part to the work of our Operations Team, and Facilities Team. The two groups, worked together to improve storage and reduce garbage both internally and externally at WCC.

Cash Transactions Returned to the WCC and OBCC

Cash payments are now accepted at WCC and OBCC after the cash handling training has been completed with all Front Desk staff. It is an improvement of our service to the community, particularly to the youth and seniors.

Programming & Events Update – Josie Chow, Assistant Manager

Registration Updates

Spring/Summer 2023	#s as of June 28, 2023
Programs offered	170
Registered participants	729
Waitlist	77



Withdrawals	122
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Revenue Updates

Category	Revenue as of June 28, 2023
Physical Activity	\$22,306.34
Family Programs	\$0
Arts	\$3145
Music	\$9625.95
Education	\$0
Camps	\$108,821.90
Events	\$0
TOTAL	\$312,856

Programming-Wide Updates

- Hosted our first annual Spring Art Fair! Wesbrook Community Centre was transformed into a whimsical space with decorations and artwork from students. It was a beautiful morning of music and dance performances, the unveiling of Re-Creation Community Art Project and Youth Mural, and arts & crafts. Approximately 300 people attended the event.
- Summer is here and that means Summer Camps, and we have 38 camps offered with both UNA Adventure Camps and external partner camps (e.g. dance, film, science, cycling). Camp Coordinator Jenny has hired four Camp Leaders who started training the week of Jun 26.
- Canada Day celebrations were held on July 1 outside of Wesbrook Community Centre by the splash pad. There were field games, water toys, pick-up street hockey, live music from the UBC Jazz Club, and an arts activity that celebrates the diversity of the community. Approximately 400+ people were in attendance.

Program Coordinators Updates

- Program Highlight: Parent & Tot Gym Drop-In recently wrapped up for the Spring 2023 season. This program designed for tots aged 0-5 allows children an opportunity to explore new toys and equipment and increase social development. It also provides a chance for parents to connect with others in the community. In the Spring season, we had over 600 attendances recorded, with an average of 30 participants per class. Given the popularity of these classes, we plan to bring on an assistant instructor when these classes resume for the Fall 2023 season!



Youth Programs & Community Outreach

Family Movie Night (June) Soul

Attendance: 30 – This is the highest attended Family Movie Night in a long time!

Our next Family movie night July 15th we are showing The Super Mario Bros Movie

Volunteers

- Program Highlight: Parent & Tot Gym Drop-In recently wrapped up for the Spring 2023 season. This program designed for tots aged 0-5 allows children an opportunity to explore new toys and equipment and increase social development. It also provides a chance for parents to connect with others in the community. In the Spring season, we had over 600 attendances recorded, with an average of 30 participants per class. Given the popularity of these classes, we plan to bring on an assistant instructor when these classes resume for the Fall 2023 season!

Youth & Seniors Center Mural

The much-anticipated Youth and Seniors Centre Mural was completed on June 9th. 17 youth volunteers worked diligently to complete the mural to complete the revitalization of the Seniors/Teens room at WCC.

Community Events

Community Bike Jam was held June 15, at Jim Taylor Park and all-around campus.

Attendance: 60

The second and last bike jam of the Spring/Summer season took place In June. 2 bike patrols from UBC Security, along with 3 youth volunteers and 2 staff, helped direct traffic, and keep everyone safe. After about 1 hour of cycling, we made our way back to the Old Barn for a pizza picnic.

National Indigenous Peoples Day was held at the WCC on June 20-22

Funded by the Celebrate Canada grant, three free interactive workshops gave residents the opportunity to learn more about Indigenous cultures, and how they can take steps towards reconciliation in their own lives. This included a film screening of 'All Our Father's Relations', a Teaching Medicine Wheel workshop, and a drop-in session to play the award-winning board game, 'Walking in Good Relations'.

Community Engagement

Volunteers

We currently have 265 adult volunteers listed in our system. In June, 60 of them provided more than 200 hours of facilitation and support for 30 different programs and events.



In June, there were two Saturday Afternoon Tea sessions for Seniors. The Mandarin session featured staff from the Wesbrook branch of RBC sharing information on Fraud and Scam prevention. The English session featured UNA resident and author, Laura Stoicescu, who spoke on her recovery after a stroke.

Health and Fitness – Kieran Petty, Fitness Supervisor

Wesbrook Community Centre - Membership Revenue								
Pass	Youth	Youth Revenue	Resident	Resident Revenue	Non-Resident	Non-Resident Revenue	Total #	Total \$
10 Punch Pass	12	\$457.20	44	\$2,095.28	14	\$799.96	70	3352.44
1 Month Pass	32	\$1,219.20	65	\$3,095.30	27	\$1,542.78	124	5857.28
3 Month Pass	3	\$314.28	37	\$4,228.73	1	\$142.86	41	4685.87
6 Month Pass	0	\$0.00	4	\$838.08	0	\$0.00	4	838.08
Year Pass	0	\$0.00	4	\$1,523.80	0	\$0.00	4	1523.8
Total	47	1990.68	154	11781.19	42	2485.6	243	16257.47

Old Barn Community Centre - Membership Revenue								
Pass	Youth	Youth Revenue	Resident	Resident Revenue	Non-Resident	Non-Resident Revenue	Total #	Total \$
10 Punch Pass	0	\$0.00	14	\$342.84	2	\$95.24	16	\$438.08



1 Month Pass	0	\$0.00	9	\$257.13	4	\$152.40	13	\$409.53
3 Month Pass	0	\$0.00	1	\$76.19	0	\$0.00	1	\$76.19
6 Month Pass	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Year Pass	2	\$304.76	3	\$714.30	1	\$333.33	6	\$1,352.39
Total	2	304.76	27	1390.46	7	580.97	36	2276.19

Combined - Membership Revenue								
Pass	Youth	Youth Revenue	Resident	Resident Revenue	Non-Resident	Non-Resident Revenue	Total #	Total \$
10 Punch Pass	12	\$457.20	58	\$2,438.12	16	\$895.20	86	3790.52
1 Month Pass	32	\$1,219.20	74	\$3,352.43	31	\$1,695.18	137	6266.81
3 Month Pass	3	\$314.28	38	\$4,304.92	1	\$142.86	42	4762.06
6 Month Pass	0	\$0.00	4	\$838.08	0	\$0.00	4	838.08
Year Pass	2	\$304.76	7	\$2,238.10	1	\$333.33	10	2876.19
Total	49	2295.44	181	13171.65	49	3066.57	279	18,533.66



OPERATIONS + SUSTAINABILITY

Welcome Rhoswen The - New Green Depot Attendant

Please welcome Rhoswen The to the Green Depot family. Rhoswen will oversee the Green Depot weekend operation, and she will also provide support and training with our Green Depot Volunteers.

Green Depot Result Updates

The Green Depot has seen a 25% increase in visits in the last year. Over 4000 kg of clothing and textiles dropped off so far in 2023. Unfortunately, the Green Depot still regularly seeing items left outside of the Depot when it is not open - over 300kg illegally dropped off so far this year.

Waste Wizard

Waste Wizard usage is steady - more people use it at the end of the month when they are moving out.

Collaboration with UBC Risk Services – “Train the Trainer” and Personal Emergency Workshop

The UNA will have its initial meeting with UBC Safety and Risk Services for the development and the planning of “Train the Trainer” Program later this month.

As part of enhancing community personal preparation in the event of emergency, one of the focuses is to leverage UNA volunteer and staff resources to deliver personal emergency preparedness workshops to the larger UNA community. The UNA is collaborating with UBC to run and support an annual “Train-the-Trainer” training program and identify target groups that can facilitate the program.

The UNA and UBC Safety and Risk Services are planning to run another Personal Emergency Workshop in September. More information will be available later through Strata Distribution Lists and other UNA communication channels.

UBC Mass Care Training

UNA Operations department participated in the UBC Mass Care Preparedness event on June 28. The mass care exercise simulated the response to a major regional event at the university and within the surrounding community. The exercise involved setting up a mass care shelter to support those displaced during a disaster— from providing food and shelter, and registering “evacuees”, to training staff and volunteers to deliver support services.

The end goal for the UNA was to develop a planned approach on how to utilize UNA’s facilities during emergency and assess at what capacity the UNA will be able to support in emergency event.



Enhanced Crosswalk in Iona Drive – MOTI Approval

The UNA is pleased to share a positive development to this project. The UNA and UBC have received permit approval from the Ministry of Transportation and Infrastructure for the enhance crosswalk project work on Iona Drive. The purpose of this project is to address an ongoing pedestrian safety concern from Chancellor community.

As part of the next step in the approval process, the UNA will submit a [Street and Landscape permit](#) application to UBC Campus Planning.

UNA Works Yard Discussion

The temporary public work yard in South Campus, that the UNA municipal team currently utilizes is scheduled to be redeveloped over the next several years.

Access to an onsite storage facility is key for the UNA to manage our ongoing municipal operations costs. In June, the UNA met onsite with representatives from UBC Campus Planning, UBC Municipal Services and UBC Properties Trust to discuss the future of the temporary UNA Works Yard. The discussion of UNA Works Yard is active and ongoing with more to follow.

Old Barn Community Centre Living Room Refresh – Community Update

As part of the UNA 2023/24 Operations planning, the Operations department will collaborate with UNA Recreation department to refresh the Old Barn Community Centre Living Room. A community update session for the Old Barn Living Room and Fitness Center will be available, and UNA Recreation will lead such engagement activity this summer.

Above Ground Infrastructure Assessment – Roads and Sidewalks

A quick update of the Roads and Sidewalks Assessment Project timeline. Construction works that will assess surface and underlying road condition is planned to take place in the last week of July.

FINANCE

Annual Audit:

Our annual audit was completed at the end of June and representatives from Johnsen Archer LLP came to the UNA and met with our Finance and Audit Committee to present the audit results and discuss the findings. No adjustments were made so the financial results presented to the Board in June should be the same as the audited results. Further details regarding the audit findings and report to the Board are covered in the reports section under Finance Committee Update.



Neighbours’ Levy 2023:

UBC Finance has been working with the UNA over the past few months to finalize the 2023 Neighbours’ Levy notice format and layout. All the 2023 Services Levy notices were mailed out at the beginning of July. The total Neighbours’ Levy for 2023 is \$8,625,731 and the total neighbourhood assessments are \$7,168,316,600. The UNA projected \$8,485,000 for the Neighbours’ Levy for fiscal 2023/24 and the actual amount equates to 1.7% positive difference (\$140,731) between the projected and actual. This difference will be adjusted at our quarter three levy installment invoice to UBC and there is a separate report under the Finance Committee Update section with further details.

UNA Internal Capital Reserve:

The UNA established an internal capital reserve last fiscal year and this specific reserve is intended to be used for money set aside in the UNA books for any internal capital requirements. Since we have already established the reserve and put aside an amount to start the process, the next phase of the process is to have a policy in place to govern the use and funding of the reserve. There was discussion at the last Finance and Audit Committee meeting regarding this topic and work is underway.

Financial Implications

None

Operational Implications

None

Strategic Objective

None

Attachments

None

Concurrence

1. Dave Gillis, Recreation Manager
2. Athena Koon, Finance Manager
3. Glenda Ollero, Communications Manager



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

4. Wegland Sit, Operations Manager

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Sundance Topham', is written over a thin horizontal line.

Sundance Topham
Chief Administrative Officer



Report Date: July 6, 2023
Meeting Date: July 18, 2023
From: Sundance Topham, Chief Administrative Officer
Subject: 2023-24 UNA Staff Work Plan – 1st Quarter Update

Background

The 2023-24 UNA Staff Work Plan – 1st Quarter Update is presented for information.

Decision Requested

For information

Discussion

The 2023-24 UNA Staff Work Plan was approved by the Board at the April 18, 2023 meeting. This update is comprised of the work that has taken place since the Board approved the work plan – and is up to date through the end of June.

With the start of a new fiscal year several different initiatives were begun over the last quarter. The first major initiative was moving forward with the recommendations contained within the Recreation Programming Review – including planning for new hiring as well as investigating real time program monitoring and increased volunteer appreciation events.

The second item to highlight is increased communications initiatives, including extensive work on restarting The Campus Resident and the UNA social media channels.

The third area where staff spent a significant amount of time was governance-related work, including supporting Board committees, including the Neighbours Agreement Committee, Land Use Advisory Committee and Community Engagement Advisory Committee.

Finally, the Operations and Sustainability team has been working on several projects, including finalizing the Landscape Management Plan and moving forward with providing technical support for the Neighbourhood Climate Action Plan process.

Financial Implications

The initiatives contained within the work plan are funded in the 2023-24 approved budget.



Operational Implications

None

Strategic Objective

The 2023-24 UNA Staff Work Plan moves forward all five of the Board's strategic initiatives:

1. Governance
2. Advocacy
3. Environmental Sustainability
4. Creating Connection
5. Organizational Capacity

Attachments

1. Schedule A – 2023-24 UNA Staff Work Plan – 1st Quarter Update.

Concurrence

1. Dave Gillis, Recreation Manager
2. Athena Koon, Finance Manager
3. Glenda Ollero, Communications Manager
4. Wegland Sit, Operations Manager

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Sundance Topham', is written over a horizontal line.

Sundance Topham
Chief Administrative Officer

GOVERNANCE

Strengthen the UNA’s role as the administrative body of the University Neighbourhoods, with the authority, autonomy and scope of responsibilities required to meet the needs of the diverse and growing community, raise sufficient financial resources, regulate in public spaces, and effectively represent the interests of the Neighbourhoods.

Goals:

Continue to work with UBC on the revision of the Neighbours’ Agreement to set out, in a clear and complete fashion, the rights and obligations of the UNA and UBC.

- Support the Board and Neighbours Agreement Committee on any changes to Neighbours’ Agreement 2020.

Develop the capacity and tools to regulate matters of public safety and public order, including matters related to animal control and protection for pedestrians and cyclists.

- Investigate increased regulatory rules implementation (i.e. Dog Control Rules).
- Work with UBC and Area A Director to advocate for increased pedestrian and cyclist safety improvements.

Work to strengthen local democracy by engaging residents on the importance of UNA membership, encouraging residents to

Progress:

Continue to work with UBC on the revision of the Neighbours’ Agreement to set out, in a clear and complete fashion, the rights and obligations of the UNA and UBC.

- Continue to support the Neighbours Agreement Committee in the negotiations with UBC. The progress through the end of June was limited as we are waiting on UBC to respond on a number of substantive items.

Develop the capacity and tools to regulate matters of public safety and public order, including matters related to animal control and protection for pedestrians and cyclists.

- Currently drafting a report for the September Board meeting to review dog leash regulatory rule process.
- Continue to work with UBC on traffic safety initiatives, including attending Transportation Coordination Committee meetings.

Work to strengthen local democracy by engaging residents on the importance of UNA membership, encouraging residents to become

<p>become members, and helping residents to overcome challenges to voting and participating in civic affairs.</p> <ul style="list-style-type: none"> • Work with the Governance and Human Resources Committee and Board to investigate electronic voting options for UNA elections. 	<p>members, and helping residents to overcome challenges to voting and participating in civic affairs.</p> <ul style="list-style-type: none"> • Worked with the Board on the creation of proposed amendments to the UNA Bylaws to implement electronic voting for Director elections. Staff are currently planning a UNA membership drive in advance of the 2023 AGM.
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ADVOCACY

Enhance the capacity of the UNA to represent the University Neighbourhoods, and to advocate on behalf of the community in discussions with the University of British Columbia as well as with a range of other public bodies whose decisions and services affect the University Neighbourhoods.

<p>Goals:</p> <p>Develop well-researched and -articulated positions on matters of community development for presentation to UBC as part of the Campus Vision 2050 planning process.</p> <ul style="list-style-type: none"> • Support the Board and Land Use Advisory Committee in interactions with UBC. <p>Create a UNA Advocacy Strategy to identify the key public agencies whose decisions and initiatives impact the University Neighbourhoods, identify opportunities and methods for engagement, and develop UNA positions to advocate.</p> <ul style="list-style-type: none"> • Undertake preliminary assessment work on the formation of the strategy. 	<p>Progress:</p> <p>Develop well-researched and -articulated positions on matters of community development for presentation to UBC as part of the Campus Vision 2050 planning process.</p> <ul style="list-style-type: none"> • Continue to support the Board and Land Use Advisory Committee in interactions with UBC. Land Use Plan hearing on hold until the fall. <p>Create a UNA Advocacy Strategy to identify the key public agencies whose decisions and initiatives impact the University Neighbourhoods, identify opportunities and methods for engagement, and develop UNA positions to advocate.</p> <ul style="list-style-type: none"> • No progress
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ENVIRONMENTAL SUSTAINABILITY

In close collaboration with UBC, create opportunities for the organization and the community to reduce the University Neighbourhoods' ecological footprint, take action on climate change, protect the natural environment and position the Neighbourhoods as a leader in environmental sustainability.

Goals:

Participate with UBC in the development of a Neighbourhood Climate Action Plan for the community.

- Support the Board in ensuring that UNA interests are incorporated in any REAP revisions.
- Support the Board in ensuring that UNA interests are incorporated in any Neighbourhood Climate Action Plan.

Work with UBC to ensure that the UNA's landscaping service is based on, incorporates, and makes optimum use of, sustainable landscaping practices.

- Finalize the creation of a Board endorsed Landscape Management Plan.
- Work with UBC and UBCPT to ensure that neighbourhood developments incorporate sustainable landscaping practices.

Seek ways to reduce the environmental and climate impacts of UNA's own operations.

- Ensure the Landscape Management Plan reduces the environmental and climate impacts of UNA landscaping contractors.

Progress:

Participate with UBC in the development of a Neighbourhood Climate Action Plan for the community.

- Provided support in the formulation of REAP revision feedback.
- Continue to participate in the Neighbourhood Climate Action Planning process, including ongoing engagement in the UBC-UNA Staff Working Group.

Work with UBC to ensure that the UNA's landscaping service is based on, incorporates, and makes optimum use of, sustainable landscaping practices.

- Landscape Management Plan finalized.
- Continue to engage with UBC and UBCPT when applicable – i.e. the Development Review Committee.

Seek ways to reduce the environmental and climate impacts of UNA's own operations.

- New Board endorsed Landscape Management Plan includes enhanced sustainability practices.

<ul style="list-style-type: none"> • Continue to increase use of electric landscaping in UNA operations. <p>Develop accessible information resources and supports to help residents reduce greenhouse gas emissions, adapt to irreversible climate changes, connect to nature, and protect the environment.</p> <ul style="list-style-type: none"> • Complete the Community Works Fund Electric Vehicle Charging Station project. • Work with the UBC Sustainability Scholars Program to identify short-term and long-term measures to provide cool, accessible public spaces during extreme heat events and where they could be situated in the university residential neighbourhoods. <p>Ensure that natural disaster planning efforts undertaken by UBC and Metro Vancouver take into account the needs and expectations of the UNA and the University Neighbourhoods.</p> <ul style="list-style-type: none"> • Work closely with UBC to ensure that UNA residents and stratas have access to up-to-date and accessible emergency planning resources. 	<ul style="list-style-type: none"> • Increased the use of electric landscaping in UNA operations by funding the purchase of new electric landscaping equipment for UNA contractors. <p>Develop accessible information resources and supports to help residents reduce greenhouse gas emissions, adapt to irreversible climate changes, connect to nature, and protect the environment.</p> <ul style="list-style-type: none"> • Community Works Fund Electric Vehicle Charging Station project advanced to the next stage. Currently working with the assigned project manager from UBC Properties Trust to begin planning the installation work. • UBC Sustainability Scholars Program representative has been identified. Work underway. <p>Ensure that natural disaster planning efforts undertaken by UBC and Metro Vancouver take into account the needs and expectations of the UNA and the University Neighbourhoods.</p> <ul style="list-style-type: none"> • Liaised with UBC Risk Services to formulate a list of frequently asked questions for UNA residents and stratas. • Worked with UBC Risk Services to improve individual emergency preparedness through the distribution of UBC Emergency Preparedness Guide and host emergency preparation workshop at Wesbrook Community Centre.
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CREATING CONNECTION

Develop the opportunities, materials and tools to engage residents, irrespective of differences in language, culture and background, in UNA services, UNA decision-making, and efforts to build a strong sense of community.

Goals:

Review messaging and methods used to communicate information on the UNA and its role, local services, opportunities for engagement and community-building efforts to different groups in the community.

- Identify and implement new communications processes.
- Implement electronic streaming of Board meetings.
- Implement the recommendations of the Recreation Programming Review.
- Create a UNA Newcomers Guide.

Work with UBC to define a role for the UNA in supporting the University’s reconciliation efforts.

- TBD

Activate and support, directly and through the actions of others, volunteers in the community who wish to undertake or participate in community-building efforts, local service delivery and other initiatives aimed at strengthening community.

- Increase UNA volunteer appreciation events.
- Implement changes to volunteer programming and services as recommended in the Recreation Program Review.

Create technological and other platforms that can be used by the UNA to engage the community, and by different groups in the community to engage each other.

Progress:

Review messaging and methods used to communicate information on the UNA and its role, local services, opportunities for engagement and community-building efforts to different groups in the community.

- Started a soft relaunch of the UNA’s social media channels, including Facebook and Instagram with emphasis on increasing events and programs promotions and general engagement.
- Started work on relaunching the community newspaper, The Campus Resident, including establishing a new community advisory committee, creating a new print design and website, and recruitment of community volunteers.
- Work underway to improve audio visual resources in the Wesbrook Community Centre Social Room. Anticipated upgrade for late August/early September. Upgrades will allow for enhanced electronic streaming of Board meetings.
- Currently implementing the recommendations of the Recreation Programming Review. Research underway for real-time program review metrics as well as the creation of a new staff position focused on the building of community through volunteer opportunities within the UNA. In addition, this position will serve as a lead in working with Newcomer groups. UNA Newcomers Guide currently being created by the Community Engagement Advisory Committee.

Work with UBC to define a role for the UNA in supporting the University’s reconciliation efforts.

- No Progress

<ul style="list-style-type: none"> • Improve UNA communication resources to ensure that residents can easily interact with the UNA, including implementing an after hours call service. • Explore partnerships with UBC and other local jurisdictions on the creation of a 311 reporting tool. • Update the Living Room of the Old Barn Community Centre to improve community connection. 	<p>Activate and support, directly and through the actions of others, volunteers in the community who wish to undertake or participate in community-building efforts, local service delivery and other initiatives aimed at strengthening community.</p> <ul style="list-style-type: none"> • Increase UNA volunteer appreciation events – including preliminary planning for a semi-formal volunteer appreciation and recognition night. Held annual Green Depot volunteer appreciation celebration. • Currently creating a new position focused on people and culture. <p>Create technological and other platforms that can be used by the UNA to engage the community, and by different groups in the community to engage each other.</p> <ul style="list-style-type: none"> • After hours call service provider identified. Staff currently working on internal procedures to align with enhanced service. • No progress on the creation of a 311 reporting tool. • Preliminary planning work underway for upgrades to Living Room of the Old Barn Community Centre.
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ORGANIZATIONAL CAPACITY

Ensure that the organization has the people and resources in place to support the Board in its work, take decisive action on the UNA's strategic priorities, and meet the local service needs of the community in innovative and cost-effective ways.

<p>Goals:</p> <p>Develop programs, incentives and other initiatives aimed at enhancing the UNA's ability to attract qualified staff in a tightening labour market.</p> <ul style="list-style-type: none"> • Review existing hiring processes to ensure diversity, equity and inclusion principles are effectively incorporated. 	<p>Progress:</p> <p>Develop programs, incentives and other initiatives aimed at enhancing the UNA's ability to attract qualified staff in a tightening labour market.</p> <ul style="list-style-type: none"> • Enhanced diversity language added to job posting templates.
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Develop a long-term organizational resources strategy to ensure that the UNA has the operational capacity to meet the evolving needs of the organization and community.

- TBD

Create and implement metrics to measure the organization’s performance in delivering services and acting on the UNA’s strategic priorities.

- Explore what metrics we would like to track and what is presently within our capacity to do so.

- Use of Key word strategy in newly posted positions, focussed on community engagement and impactful opportunities along with specific requirements of the job.

Develop a long-term organizational resources strategy to ensure that the UNA has the operational capacity to meet the evolving needs of the organization and community.

- Recreation has identified a need to develop both from within, through the Next Up Program, which will identify and train outstanding leaders in Recreation in addition to looking externally to the UNA community with a plan to offer diverse positions.

Create and implement metrics to measure the organization’s performance in delivering services and acting on the UNA’s strategic priorities.

- Initial investigation into real-time tracking for recreation programming feedback.
- Operations has begun the initial development of UNA GIS data management system. This is a part of long-term UNA asset management development effort.



Report Date: July 11, 2023
Meeting Date: July 18, 2023
From: Wegland Sit, Operations Manager
Subject: Vista Point Childcare Facility Sublicense and Operating Agreement Extension

Background

The Vista Point Child Care sublicense agreement between the UNA and YMCA expires on August 31, 2023, the new one-month extension will allow the UNA and YMCA time to engage and to finalize the details of a new two-year agreement to meet the September UNA Board meeting cycle.

Decision Requested

THAT the Board approve the attached Vista Point Childcare Facility Sublicense and Operating Agreement Extension and authorize the Chair to execute the agreement.

Discussion

The YMCA Vista Point Childcare facility accommodates up to 18 childcare spaces, from age three up to pre-school age children.

The current sublicense arrangement for the Vista Point Childcare Facility involves multiple parties: UBC, UBC Properties Trust, and the UNA. Contractual obligations are passed directly from one party to another in according to the sublicense or a sublease agreement.

Below is a quick review of contractual arrangement under the Vista Point Childcare:

1. UBC leased the land to UBC Properties Trust (UBCPT) for the development and the construction of the Vista Point building.
2. After completing the original construction, UBCPT Subleased the ground level daycare space back to UBC.
3. UBC Licensed the UNA to operate the daycare space as a day care facility.
4. UNA sub-licenses to YMCA to operate a day care facility at Vista Point.

This extension is intended to enable the UNA and YMCA to engage while meeting the September Board Meeting cycle. The intention is to provide the UNA an opportunity to



develop a two-year term contract align all YMCA Child Care agreements: Vista Point Childcare and Wesbrook Childcare, to end at the same time on August 31, 2025.

Financial Implications

None

Operational Implications

None

Strategic Objective

Community and Stakeholder Relations

Attachments

- 1. Vista Point Childcare Facility Sublicense and Operating Agreement Third Extension

Concurrence

- 1. Dave Gillis – Recreation Manager

Respectfully submitted,

Wegland Sit
Operations Manager

Sundance Topham
Chief Administrative Officer

CHILDCARE FACILITY SUBLICENCE AND OPERATING AGREEMENT THIRD EXTENSION AGREEMENT

THIS EXTENSION AGREEMENT made with effect as of the _____ day of July, 2023

BETWEEN:

UNIVERSITY NEIGHBOURHOODS ASSOCIATION, a society incorporated under the Society Act with its administrative office at 202-5923 Berton Avenue, Vancouver, British Columbia V6S 03B

(the "**UNA**")

AND:

THE YMCA OF GREATER VANCOUVER, a society incorporated under the Society Act with its administrative office at 10 – 620 Royal Avenue, New Westminster, British Columbia, V3M 1J2

(the "**Operator**")

WHEREAS:

- A. Pursuant to the terms of a Childcare Facility Sublicense and Operating Agreement dated effective April 1, 2016 between the UNA and the Operator (the "**Sublicense and Operating Agreement**"), as extended by an Extension to Childcare Facility Sublicense and Operating Agreement dated January 1, 2022 (the "**First Extension**") and as further extended and modified by a Childcare Facility Sublicense and Operating Agreement Modification and Second Extension dated September 21, 2022 (the "**Second Extension**", which together with the Sublicense and Operating Agreement and the First Extension are collectively, the "**Sublicense**"), the UNA agreed to engage the Operator to operate the Childcare Facility within the Premises for a term commencing on June 1, 2016 and expiring on August 31, 2023 (the "**Term**"), all upon the terms and conditions more particularly set out in the Sublicense.
- B. The Operator has requested, and the UNA has agreed, to extend the Term for a period of one (1) month commencing on September 1, 2023 and expiring on September 30, 2023 (the "**Extension Period**") on the terms and conditions set out in this Agreement.

NOW THEREFORE in consideration of the grants, rents, and mutual covenants hereinafter reserved and contained, the parties covenant and agree as follows:

1. All terms capitalized in this Agreement and not otherwise defined in this Agreement will have the same meaning as in the Sublicense.
2. The Term is hereby extended for the Extension Period upon the same terms and conditions as are contained in the Sublicense, except as may be amended by this Agreement.
3. This Agreement is expressly made a part of the Sublicense to the same extent as if incorporated in the Sublicense, and the parties agree that all agreements, covenants, conditions, and provisos contained in the Sublicense, except as amended in this

Agreement, will be and remain unamended and in full force and effect during the Extension Period. The UNA and the Operator acknowledge and agree to perform and observe, respectively, the obligations of the UNA and the Operator under the Sublicense as extended and amended hereby. The UNA and the Operator hereby confirm and ratify the Sublicense and the extension of the Term.

- 4. Time is and shall remain of the essence of the Sublicense and this Agreement.
- 5. This Agreement will enure to the benefit of and be binding upon the parties and their respective successors and assigns.
- 6. This Agreement will be governed by and construed in accordance with the laws of the Province of British Columbia and each of the parties hereby irrevocably attorns to the exclusive jurisdiction of the Courts of British Columbia.
- 7. This Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered to all the parties shall be deemed to be and shall be read as a single agreement. This Agreement may be transmitted by PDF, facsimile or other electronic means, and if so transmitted this Agreement will be for all purposes as effective as if the parties had delivered an executed original Agreement. This Agreement may also be executed electronically by the parties.

IN WITNESS WHEREOF the UNA and the Operator have executed this Agreement as of the date first above mentioned.

UNIVERSITY NEIGHBOURHOODS)
ASSOCIATION by its authorized)
 signatories:)
)

 Authorized Signatory)
 Name:)
 Title:)

THE YMCA OF GREATER VANCOUVER)
 by its authorized signatories:)
)
)

 Authorized Signatory)
 Name:)
 Title:)



Report Date: July 11, 2023
Meeting Date: July 18, 2023
From: Wegland Sit, Operations Manager
Subject: Sublicence Agreement – YMCA Before and After School Program

Background

The YMCA Before and After School Program has been running at the Old Barn Community Center since October 2018 and at the Wesbrook Community Center since 2019.

In 2022 the UNA and the YMCA entered into a one-year term sublicense agreement with respect to the YMCA’s operation of before and after school care services in both Community Centres. The sublicense license agreement expired on August 31st, 2023, and needs to be renewed for an additional one-year term.

Decision Requested

THAT the Board approve the attached Sublicence Agreement - UNA and YMCA - After School Care and authorize the Chair to execute the agreement.

Discussion

In order to support the ongoing before and after school program demand from our community, the UNA engaged with the YMCA in 2018 to provide a space for YMCA to operate a Before and After School Care program at the Old Barn Community Centre. Due to popular demand, the YMCA Before and After School Care program later expanded and now operates at the Wesbrook Community Center as well.

The YMCA is providing before and after school care to a maximum of 38 children, age between 5 – 12 in Meeting Room 1 and Meeting Room 2 at the Old Barn Community Centre location. There are 25 children current on the Old Barn Before and After School Program waitlist.

The YMCA is providing before and after school care to a maximum of 15 children, age between 5 – 12 in the Child-Minding Room at the Wesbrook Community Centre location. There are 50 children current on the Wesbrook Before and After School Program waitlist.

In 2022 the UNA and the YMCA entered into a 1-year term sublicense agreement with respect to the YMCA’s operation of before and after school care services in both



Community Centres. This agreement is renewed on an annual basis in order to allow for updated operational costs, and the new agreement will expire August 31, 2024.

Financial Implications

The 2023/24 Sublicence Agreement - UNA and YMCA – After School Care is based on a not-for-profit, cost recovery model - while at the same time providing a stable and much needed community services for families living in the UNA.

The 2023/24 Sublicense Agreement includes a 6.4% increase in the sublicense fee. The adjustment is based on Statistic Canada Consumer Price Index 12 months moving average that was reported as for May 2023.

Operational Implications

From a day-to-day operations perspective - since YMCA oversees the operation of the Before and After School Program, YMCA staff are responsible for the setup and take down, as well as returning the programming space back to original condition at the end of the day. The UNA Operations department does not expect a significant change from a day-to-day operations basis.

The existing Sublicence Agreement provides clear expectations between the UNA and YMCA when it comes to usage of the designated storage area and day-to-day usage of the program space.

Strategic Objective

Community and Stakeholder Relations

Attachments

1. Sublicence Agreement - UNA and YMCA – After School Care – WCC + OBCC – Final 2023

Concurrence

Athena Koon – Finance Manager



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

**UNA BOARD MEETING
OPEN SESSION**

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Wegland Sit', written in a cursive style.

Wegland Sit
Operations Manager

A handwritten signature in blue ink, appearing to read 'Sundance Topham', written in a cursive style.

Sundance Topham
Chief Administrative Officer

SUBLICENCE AGREEMENT

Wesbrook and Old Barn Community Centres

THIS SUBLICENCE AGREEMENT DATED FOR REFERENCE THIS __ DAY OF _____,
2023 IS MADE BETWEEN:

UNIVERSITY NEIGHBOURHOODS ASSOCIATION,

a society incorporated under the *Society Act* with its administrative office at 202-5923
Berton Avenue, Vancouver, British Columbia, V6S 0B3

(the "UNA")

AND:

YMCA OF GREATER VANCOUVER,

a society incorporated under the *Society Act* with its administrative office at 10 - 620 Royal
Avenue, New Westminster, British Columbia, V3M 1J2

(the "Operator")

WHEREAS:

- A. The University of British Columbia ("UBC") is the registered owner of lands civically
described as 3335 Webber Ln, Vancouver, British Columbia and legally described as:

PID: 027-431-720

Lot F

District Lot 6494, Group 1, New Westminster District

Plan BCP35352, except Plan EPP29484

(“Wesbrook Lands”)

and

of lands civically described as 6308 Thunderbird Blvd, Vancouver, British Columbia and
legally described as:

PID: 025-567-217

Lot 13

District Lot 4895, Group 1, New Westminster District

Plan BCP 3309

(“Old Barn Lands”)

(collectively, the “Lands”).

- B. The Wesbrook Lands and Old Barn Lands each include a community centre building and associated outdoor courtyard and seating areas, respectively called the Wesbrook Community Centre and Old Barn Community Centre (collectively, the “**Community Centres**”).
- C. Pursuant to a licence agreement dated November 26, 2015, UBC licenced the Wesbrook Community Centre to the UNA (the “**Wesbrook Licence**”).
- D. Pursuant to a licence agreement dated June 6, 2008, UBC licenced the Old Barn Community Centre to the UNA (the “**Old Barn Licence**”).
- E. The Operator has been operating Wesbrook YMCA Kids Club within portions of the Wesbrook Community Centre since January 9, 2019.
- F. The Operator has been operating Thunderbird YMCA Kids Club within portions of the Old Barn Community Centre since October 10, 2018.
- G. The Operator is an experienced provider of quality licenced child care.
- H. The UNA and the Operator have agreed to enter into this sublicense agreement (the “**Agreement**”) in order to replace and supersede any previous oral or written arrangements between the parties with respect to the Operator’s operation of child care facilities within certain portions of the Community Centres identified in the maps attached as Schedule “A” and as described herein, on the following terms and conditions:

1. **Sublicence**

- 1.1. The UNA hereby grants to the Operator a non-exclusive sublicense to use the portions of the Wesbrook Community Centre and Old Barn Community Centre identified in Schedule “A” which are limited to:
 - a. with respect to the Wesbrook Community Centre, the use of the child minding space, use of the supply room, and, with the prior written approval of the UNA (approval not to be unreasonably withheld and which must be sought before each use), occasional use of certain classroom(s) (the “**Wesbrook Premises**”); and
 - b. with respect to the Old Barn Community Centre, use of Meeting Room 1 and Meeting Room 2, use of the kitchen area, and a shared portion of the office for filing cabinet and printer only (the “**Old Barn Premises**”)

(collectively, the “**Premises**”), for the operation of child care facilities and related administrative functions in accordance with the terms and conditions of this Agreement (all of the foregoing, the “**Sublicence**”).
- 1.2. In addition to the use of Premises as described above, the Operator will also be permitted to use the designated pick-up and drop-off zones that are identified in the map attached as Schedule “B” for the purposes of pick-up and drop-off only (the “**Transport Zones**”).

- 1.3. In addition to the use of the Premises and the Transport Zones as described above, the Operator will have the right to use in common with other occupants of the Community Centres, for the sole purpose of ingress and egress to and from the Premises, the Community Centres' roadways, sidewalks, walkways and hallways (collectively, the "**Common Areas**"). The UNA reserves the right from time to time to (a) make changes to the Common Areas, including, without limitation, changes in the location, size, shape and number of entrances and means of ingress and egress and (b) close temporarily all or any portion of the Common Areas or the Community Centres, so long as reasonable access to the Premises remains available to the Operator during the operating hours specified herein.
- 1.4. Parking stalls or access to parking are not included in the Sublicence. The Operator will not be permitted to park or leave motor vehicles on the Lands for the purpose of unloading, loading or otherwise accessing the Community Centres without the prior written consent of the UNA.
- 1.5. The scope of the Sublicence, including but not limited to, the maximum number of permitted children using the Operator's child care facilities and the number and size of rooms in the Community Centres which the Operator may operate child care facilities in, may be altered by the written agreement of both parties.

2. **Term**

- 2.1. The Sublicence that the UNA grants to the Operator will commence at 12:01 a.m. on September 1, 2023 (the "**Commencement Date**") and will end at 11:59 p.m. on August 31, 2024 (the "**Initial End Date**"), subject to earlier termination in accordance with this Agreement (collectively, the "**Term**").
- 2.2. At the end of the Term, the Operator will deliver to the UNA vacant possession of the Premises in a tidy, clean, safe, proper and businesslike condition, ordinary wear and tear excepted.
- 2.3. If the Operator does not vacate and deliver the Premises to the UNA as required by Section 2.2 at the end of the Term, the Operator will pay the UNA \$1,000 for each day the Operator fails to deliver vacant possession of the Premises, as well as any losses, special damages, incidental damages, consequential damages, legal costs, fees and disbursements arising from the Operator's failure to vacate and deliver the Premises as required by Section 2.2.
- 2.4. At the end of the Term, the Operator will return all keys and fobs, if applicable. The Operator is not permitted to change any locks at the Premises.

3. **Sublicence Fee**

- 3.1. The Sublicence Fee which the Operator is required to pay to the UNA is CAD \$ 3350.00 per month plus all applicable taxes, except for the months of December 2023 and March 2024 where the Operator will be required to pay the UNA CAD \$1675.00 per month plus all applicable taxes (the "**Sublicence Fee**"). The Sublicence Fee is due and payable on or before the Commencement Date via cheque or electronic transfer. Subsequent Sublicence

Fees are due and payable on the first day of each month via cheque or electronic transfer. Any Sublicence Fees paid to the UNA are non-refundable.

3.2. Notwithstanding the foregoing, the Operator is not required to pay the UNA any Sublicence Fee for the months of July 2024 and August 2024.

4. **Services and Operating Expenses**

4.1. Operating expenses are included in the Sublicence Fee. For certainty, the Operator is not required to pay an additional amount beyond the Sublicence Fee for the following services which the UNA will provide:

- a. Water, sewage disposal, electricity, fuel, gas, and other utilities reasonably required for operation of the childcare facilities at the Premises (collectively, the “**Utilities**”);
- b. Monitoring, inspection, maintenance and repair of the security system servicing the Premises;
- c. External window cleaning;
- d. Landscaping repair and maintenance, grass cutting, snow removal, and irrigation maintenance of the Lands; and
- e. Garbage and recycling removal services at the Community Centres.

5. **Use and Operation**

5.1. The Operator agrees to abide by all laws, rules, policies, bylaws, orders, directives, ordinances, regulations and requirements of any governmental authority or passed by UBC that relate to the Operator’s use of the Premises and Common Areas and which pertain to the Community Centres and Lands (collectively, the “**Applicable Laws**”).

5.2. The Operator may not use or permit the Premises or any part thereof to be used for any purpose other than as childcare facilities licenced pursuant to the British Columbia *Community Care and Assisted Living Act*, as amended and related administrative functions (the “**Permitted Use**”).

5.3. The Operator will provide care to a maximum of 38 children at a time who range in age from 5-12 at the Old Barn Community Center.

5.4. The Operator will provide care to a maximum of 15 children at a time who range in age from 5-12 at the Wesbrook Community Center.

5.5. The Operator will operate the childcare facilities on a not-for-profit basis.

5.6. The Operator will only be permitted to operate the childcare facilities at the Premises during

the hours of operation specified below in Section 5.7 and will not be permitted to operate or access the Premises or Common Areas at other times or on the following days:

- a. December 25, 2023-January 02, 2024;
- b. March 18, 2024-March 28, 2024;
- c. July 1, 2024-July 31, 2024; and
- d. August 1, 2024-August 31, 2024

- 5.7. The Operator is only permitted to access and use the Premises and Common Areas during the Term on Monday to Friday from 7:00 a.m.-9:00 a.m. and from 2:30 p.m.-6:00 p.m. and not on days falling within the prohibited days listed above at Section 5.6.
- 5.8. By 6:00 p.m. on each day the Premises and Common Areas are in use by the Operator, the Operator must remove any property from the Premises and Common Areas (unless property is being stored in a Designated Storage Area as defined below) and leave the Premises and Common Areas in a clean and safe condition unless the prior written consent is obtained from the UNA.
- 5.9. The Designated Storage Areas in which the Operator may leave property after-hours and on the prohibited dates noted in Section 5.6 are as follows:
 - a. Designated YMCA storage area inside the Storage Room in the second level; and
 - b. Other designated areas which the UNA may so confirm in writing.
- 5.10. The UNA is not liable for loss of or damage to any property belonging to the Operator or to any employee, agent, contractor, subcontractor, volunteer, permittee, or invitee of the Operator, including users of the childcare facilities, while such property is on the Premises, Community Centres, or Lands, including within a Designated Storage Area.
- 5.11. The Operator will ensure that all persons it engages as part of its operation of childcare facilities at the Premises are qualified, competent, adequately trained, fully instructed and properly supervised at all times. This includes, but is not limited to, ensuring that all applicable provincial and federal criminal record check requirements are met for workers engaged by the Operator.
- 5.12. The Operator will not exhibit, inscribe, paint, affix or display any signs, advertisements, notices, lettering or any chattel on any part of the Premises, Community Centres, Transport Zones, Lands or Common Areas without the prior written consent of the UNA. Where such permission is granted by the UNA for the Operator to display signage, the Operator will be responsible for all maintenance, repair and replacement of such signage.
- 5.13. The Operator will ensure that all promotional materials related to the use of the Premises, including but not limited to brochures, websites, signs and other forms of advertising (print, radio, television and internet), will clearly state that the UNA is the exclusive operator of the Community Centres.
- 5.14. The UNA reserves the right, upon written notice to the Operator, to make any reasonable rules and regulations as in the judgment of the UNA will from time to time be needed for

the safety, protection, care and cleanliness of the Community Centres, Common Areas, Premises, Transport Zones and Lands, the operations thereof, the preservation of good order therein and the protection and comfort of its employees, invitees, contractors, and other occupants of the Community Centres which rules then made and notice thereof given to the Operator will be binding upon it in like manner as if originally prescribed herein.

6. **Worker's Compensation**

- 6.1. The Operator will pay for and maintain all legally required coverage for all individuals it engages.
- 6.2. The Operator will indemnify the UNA in respect of all premiums, all occupational safety requirements, and any claims, actions, suits, damages, costs, causes of action, demands, liabilities, expenses and all other losses pursuant to the British Columbia *Workers' Compensation Act*, the British Columbia *Employment Standards Act*, the British Columbia *Occupational Health and Safety Regulation*, and every other law, regulation or applicable union collective agreement having application to the Operator, its employees, contractors, volunteers guests and invitees upon the Premises, Community Centres or Lands.
- 6.3. At the request of the UNA, the Operator will provide the UNA with proof of workers' compensation coverage, including any workers' compensation registration numbers.

7. **Compliance with Laws**

- 7.1. The Operator will provide childcare services to a standard of care and diligence maintained by entities providing similar childcare services in the City of Vancouver and always in compliance with all Applicable Laws.
- 7.2. The Operator will, at its sole expense, obtain all permits and licences required to operate child care facilities at the Premises.
- 7.3. The Operator will not release or introduce any pollution, waste, hazardous material, toxic waste or toxic substances into or from the Community Centres or the Lands (except in strict compliance with Applicable Laws) or commit or permit any nuisance or waste to be committed, and will indemnify the UNA for any claims against the UNA relating to the introduction of any nuisance, pollution, waste, hazardous material, toxic waste or toxic substances into or from the Community Centres or the Lands. The Operator will use utmost care in the use, handling, storage and disposal of all solvents, paints, coatings and other similar products and will at all times deal with such materials strictly in accordance with Applicable Laws.
- 7.4. The Operator acknowledges that it is aware of the novel coronavirus ("COVID-19") global pandemic and that the British Columbia Centre for Disease Control describes that COVID-19 is mainly transmitted via liquid droplets when a person coughs or sneezes and by touch if an infected person has used their hands to cover their mouth or nose when they cough.
- 7.5. The Operator will be responsible for ensuring its own compliance with all COVID-19-

related laws, bylaws, orders, directives, ordinances, regulations and requirements of any governmental authority, including but not limited to the *Workers Compensation Act* and the *Occupational Health and Safety Regulation*.

8. Management of Childcare Facilities

- 8.1. The Operator will prepare an annual budget substantially in the form attached as Schedule “C”, for the operation of the childcare facilities and will provide same to the UNA at least 30 days prior to the fiscal year end of the childcare facilities, with the UNA having a right to require changes and approve such budget (upon such approval by UNA, the “**Approved Budget**”).
- 8.2. The Operator will adhere to the Approved Budget.
- 8.3. The Operator will maintain accurate and complete records with respect to the operation of the childcare facilities, including receipts, invoices and other records related to the operation of the childcare facilities.
- 8.4. The Operator will use its best efforts to raise funds amongst potential donees; apply for grants; and seek out alternative revenue sources.
- 8.5. The Operator will collect fees payable for the childcare services on a regular and timely basis.
- 8.6. The Operator will ensure that the priority groups for enrollment in its childcare facilities are being adhered to. When spaces in the childcare facilities become available, the following children will have priority in the order listed below:
 - i. Children of families who are residents of UNA neighbourhoods but do not have an affiliation with UBC;
 - ii. Children of families who are full-time employees of the UNA;
 - iii. Children of families who are residents of UNA neighbourhoods and who have an affiliation with UBC;
 - iv. Children of families who are not residents of UNA neighbourhoods and who have an affiliation with UBC; and
 - v. All other children.

9. Reporting Requirements

- 9.1. The Operator will, where requested by the UNA, promptly provide to the UNA any records with respect to the operation of the childcare facilities, subject to the redaction of personal information.
- 9.2. On a quarterly basis, the Operator will provide the UNA with reports indicating the number of childcare spaces filled, the designation of those currently registered and the number of child currently on the childcare waitlist as well as records that provide sufficient information so that the UNA can make a determination with respect to whether the requirements of Section 8.6 are being adhered to.

10. Access

- 10.1. The UNA and UBC, or their employees, contractors or agents will each have the right to enter the Premises upon reasonable notice to the Operator, or at any time during an emergency, for any of the following purposes:
- a. Inspecting the Premises;
 - b. Inspecting the performance by the Operator of the terms and conditions of this Agreement;
 - c. Posting noticed as required or permitted by any Applicable Laws;
 - d. Conducting an environmental audit;
 - e. For the purposes of alterations, maintenance or repairs; or
 - f. Any other reasonable purpose.
- 10.2. The Operator will permit the use of the Premises for emergency preparedness drills and simulations from time to time, all with sufficient prior notice to the Operator and cooperation from the UNA regarding scheduling.

11. Alterations

- 11.1. The Operator will not make any alterations to the Premises unless the Operator obtains the prior written consent of the UNA. If the UNA's consent is so obtained, the Operator will make such alterations in accordance with any terms and conditions set out by UNA, at the Operator's sole expense, and the alterations will be done by contractors or other workers or trades-persons who are pre-approved by the UNA and who are in good standing with their regulatory bodies and in a professional manner using the same quality of material as the existing materials.
- 11.2. At the expiration or earlier termination of this Agreement, all alterations made to the Premises will become the UNA's property at its option, without any obligation on the UNA to pay any compensation to the Operator. If requested by the UNA, the Operator will remove such alterations and return the Premises to its former condition at the Operator's sole expense.

12. Maintenance, Repairs and Inspections

- 12.1. The Operator will advise the UNA in writing whenever damage is observed or maintenance or repairs are required.
- 12.2. The Operator will be responsible for the cost of any maintenance or repair of any and all damage that the Operator, its employees, contractors, volunteers, agents, permittees or invitees cause or contribute to the Premises, Community Centres, Lands or UNA property at the Premises, Community Centres, or Lands as required at the reasonable discretion of the UNA. If, in the UNA's sole reasonable discretion, the cost to repair UNA property exceeds the replacement value of UNA property, or where UNA property is damaged beyond repair, the Operator will be responsible for the full replacement cost of the applicable UNA property.

13. **Cleaning, Supplies and Pest Control**

- 13.1. The Operator will maintain, clean and keep in a good and tidy condition, wear and tear excepted, the interior of the Premises and the equipment and furnishings therein. In the event that the Operator fails to comply with this provision, the UNA may rectify the situation and any monies expended by the UNA for that purpose will be repayable by the Operator on demand.

14. **Information Technology**

- 14.1. The Operator will be responsible, at its own cost and expense, for engaging and paying for its own telephone, internet and cable services.
- 14.2. The Operator will not install or use any equipment, machinery or technology that exceeds or overloads the capacity of the Community Centres, including, but not limited to, any utility facilities.

15. **Insurance**

- 15.1. The Operator will, during the term of this Agreement and for a reasonable period of time thereafter, at its own cost and expense, procure, keep and maintain in full force and effect the following insurance policies:
- a. commercial general liability insurance, in a combined single limit amount of not less than \$5,000,000.00, per occurrence (exclusive of defense costs), against all claims, demands or actions with respect to damage, injury or death made by or on behalf of any person or entity, arising from or relating to the Operator's use or activities with respect to the Premises, Community Centres or Lands, arising from or related to any acts or omission of the Operator or of the Operator's directors, officers, shareholders, agents, successors, assigns, partners, officials, employees, contractors, invitees, volunteers, or permittees or by any person for whom the Operator is in law or by virtue of this Agreement responsible;
 - b. abuse and molestation coverage in a combined single limit amount of no less than \$5,000,000.00, per occurrence (exclusive of defense costs) which covers bodily injury, emotional distress or mental anguish related to any claim, cause of action or liability associated with child molestation or child abuse;
 - c. "all risks" insurance on an occurrence basis, covering all property owned by the Operator or for which property the Operator is legally responsible for and which is located at the Premises, including, without limitation, furniture, fittings, fixtures, installations, equipment, and all other personal property, in an amount not less than the full replacement cost, without deduction for depreciation, of all such items;
 - d. comprehensive automobile insurance having a combined single limit amount of not less than \$3,000,000.00, per occurrence (exclusive of defense costs) insuring the

Operator against liability for bodily injury, death and damage to property;

- e. any other appropriate property and liability insurance on terms and in amounts normally maintained by licenced childcare facilities; and
- f. any other insurance covering risks against which a prudent sublicensee would insure, in amounts for which a prudent sublicensee would insure.

15.2. With respect to such foregoing policies of insurance, the Operator will also ensure the following:

- a. With respect to the liability policies only, such policies will name the UNA, its directors, officers, employees, agents and contractors as additional insureds and will provide that each person or entity insured under such policies will be insured in the same manner and to the same extent as if separate policies had been issued to each;
- b. That each such insurance policy provide that the insurer will waive all rights of subrogation against the UNA, its directors, officers, employees, agents and contractors;
- c. That each such insurance policy will be primary, noncontributing with, and not excess of, any other insurance available to the UNA;
- d. With respect to the liability policies, all insurance proceeds payable by the occurrence of any covered loss will be payable to the UNA;
- e. That all property damage and liability insurance will contain provisions for cross-liability and severability on interests among the UNA and the Operator;
- f. That each such insurance policy will be written in form and content satisfactory to the UNA (including specific reference to the addresses of the Community Centres) and will be issued by insurance companies which are licenced in British Columbia;
- g. That each such insurance policy provides coverage to the UNA, its directors, officers, employees, agents and contractors whether or not the event or occurrence giving rise to the claim is alleged to have been caused in whole or in part by the acts of negligence of the UNA, its directors, officers, employees, agents and contractors; and
- h. That any and all deductibles will be the sole responsibility of the Operator.

15.3. The Operator will deliver certificates of insurance evidencing such coverage to the UNA upon the UNA's request. If the Operator fails to obtain and keep in force such insurance, the UNA may do so on the Operator's behalf and at the Operator's expense.

16. **Indemnification**

- 16.1. For itself and its successors, personal representatives and permitted assigns, the Operator will release and indemnify the UNA and its directors, officers, shareholders, partners, officials, employees, agents and contractors and their respective directors, officers, shareholders, personal representatives, successors and assigns from and against any and all loss, claims, actions, suits, damages, costs (including but not limited to reasonable legal counsel fees), causes of action, judgements, demands, liabilities, and expenses, howsoever arising, that may be made by any third party or made by the Operator or the Operator's directors, officers, shareholders, agents, successors, assigns, partners, officials, employees, contractors, volunteers invitees or permittees or by any person for whom the Operator is in law or by virtue of this Agreement responsible, arising out of, involving, or in connection with, the use or occupancy of the Premises, Common Areas, Transport Zones, Community Centres or Lands, by the Operator or the Operator's directors, officers, shareholders, agents, successors, assigns, partners, officials, employees, contractors, volunteers, invitees or permittees or by any person for whom the Operator is in law or by virtue of this Agreement responsible, except to the extent caused by the sole gross negligence of the UNA or the UNA's wilful misconduct.
- 16.2. Every release and indemnity contained in this section and elsewhere in this Agreement will forever survive the expiry or other termination of this Agreement.

17. **No Liability**

- 17.1. The UNA will not be liable for any personal injury of any nature whatsoever, including but not limited to death, that may be suffered or sustained by the Operator or any employee, agent, contractor, subcontractor, volunteer, invitee of the Operator, including users of the childcare facilities, while at the Premises, Community Centres, Common Areas, Transport Zones, or Lands, or for any loss of or damage or injury to any property belonging to the Operator or to any employee, agent, contractor, subcontractor, volunteer, permittee, or invitee of the Operator, including users of the childcare facilities, while such property is on the Premises, Community Centres, or Lands.
- 17.2. Notwithstanding anything to the contrary contained elsewhere in this Agreement, the UNA will not be liable for any consequential, incidental, indirect, or special damages resulting from a breach or alleged breach of this Agreement, including, but not limited to, loss of opportunity or loss of future business, revenue, income or profits, relating to a breach or alleged breach of this Agreement.

18. **Termination By UNA for Cause**

- 18.1. If the Operator:
- a. fails to perform any of its obligations under this Agreement;

- b. ceases to fully operate; or
- c. UBC notifies the UNA in writing that UBC is not satisfied with the operation of the childcare facilities by the Operator;

and in the event of any such default listed above the Operator has not within 10 days after written notice from UNA:

- a. rectified such default; or
- b. taken steps to rectify and thereafter diligently pursued the rectification of such default to the satisfaction of the UNA, UBC, or both of them,

the UNA, in addition to any other remedy provided by law, may in its sole and absolute discretion, terminate this Agreement.

18.2. Notwithstanding the foregoing, the UNA may terminate this Agreement at its option at any time and without the Operator having an opportunity to cure, if any of the following events occur:

- a. the Licence between the UNA and UBC expires or is terminated;
- b. measures have been commenced to wind up or dissolve the Operator;
- c. the Premises, without the written consent of the UNA, becomes and remains vacant for a period of 10 days (excepting any time periods listed in Section 5.6);
- d. the Operator permits a third party to use the Premises or Common Areas without the written consent of the UNA;
- e. the Operator uses the Premises for any other purpose other than the Permitted Use; or
- f. As otherwise specified in this Agreement.

19. **Termination by either Party for Any Reason**

19.1. The Operator and the UNA will each be permitted to terminate this Agreement for any reason whatsoever upon 90 days' prior written notice to the other party.

20. **Force Majeure**

20.1. No party will be liable for any failure or delay in performing its obligations under this Agreement due to causes or events beyond its control including industrial dispute, fire, flood, hurricane, tornado, storm, lightning, explosion, acts of God, war, insurrection, riot, national emergency, acts of terrorism, extreme weather conditions, extended power outages, and legislation, regulation, order or other act of any government or governmental agency.

21. **No Assignment**

21.1. This Agreement and the Sublicence is strictly personal to the Operator and may not be assigned, pledged, mortgaged, charged, subcontracted, sublicenced nor otherwise dealt with nor may the Premises be shared by the Operator nor possession or use thereof parted with by the Operator except with the prior written consent of the UNA which will be at the sole discretion of the UNA and may be unreasonably withheld.

22. **No Representations or Warranties**

22.1. Except to the extent of any representation or warranty set forth herein, the Operator takes the Premises on an “as is”, “where is” basis without any warranties or representations, express or implied, by the UNA or the UNA’s directors, officers, shareholders, partners, officials, employees, agents or contractors.

23. **No Liens**

23.1. The Operator will not permit, do, or cause anything to be done to the Premises, Community Centres or Lands which would allow any lien, certificate of pending litigation, judgement, or certificate of any court, or any mortgage, charge, conditional sale agreement, personal property security, or encumbrances of any nature whatsoever, to be imposed or to remain upon the title to the Premises, Community Centres or Lands.

23.2. In the event of any registration of any lien or other encumbrance described in Section 23.1, the Operator will at its own expense cause the same to be immediately discharged. If such discharge is not so effected by the Operator, the UNA reserves the right to discharge the encumbrance and the costs therefor will be payable by the Operator to the UNA on demand.

24. **No Interest in Land; Paramountcy of Licence**

24.1. This Agreement constitutes a sublicence to use certain areas of the Premises and conveys no interest in the Premises, Community Centres, Transport Zones, Common Areas or Lands to the Operator. This Agreement is not a lease or tenancy in any manner and the relationship between the UNA and the Operator is strictly contractual.

24.2. To the extent that any provision of this Agreement contravenes or is incompatible with the terms of the of the Wesbrook Licence or Old Barn Licence, such provision will be deemed to be amended or modified so as not to contravene or be incompatible with the Wesbrook Licence or Old Barn Licence.

25. **Authority**

25.1. The Operator represents and warrants to the UNA that it has the authority and capacity to enter into this Agreement and perform its obligations under this Agreement and that all

necessary corporate steps and proceedings to do so have been properly taken.

- 25.2. The UNA represents and warrants to the Operator that it has the authority and capacity to enter into this Agreement and perform its obligations under this Agreement and that all necessary corporate steps and proceedings to do so have been properly taken.
- 25.3. Nothing in this Agreement will construe the Operator to be the agent, joint venturer or partner of the UNA nor give the Operator any authority or power to bind or commit the UNA in any way.

26. **Entire Agreement**

- 26.1. This Agreement, which includes Schedules “A”, “B” and “C” constitute the entire agreement and understanding between the parties hereto with respect to the subject matter hereof, and supersedes all prior and contemporaneous agreements, understandings, inducements and conditions, express or implied, oral or written, of any nature whatsoever with respect to the subject matter hereof. No amendment or addition hereto will be valid unless set out by both parties in writing.

27. **Severability**

- 27.1. If any part of this Agreement is held to be invalid, illegal or unenforceable by a court of competent jurisdiction, that part is to be considered to have been severed from the remainder of this Agreement, which will continue in force unaffected by the severance.

28. **Time of Essence**

- 28.1. Time is of the essence in this Agreement.

29. **Notice**

- 29.1. Any notice, document or communication required or permitted to be given hereunder will be in writing and will be deemed to be satisfactory if deemed to have occurred when sent by electronic transmission, personally delivered during regular business hours, or mailed by registered mail at the addresses provided below or to such other address as may be provided by the parties in writing from time to time:

To the UNA:

UNIVERSITY NEIGHBOURHOODS ASSOCIATION
202-5923 Berton Avenue
Vancouver, British Columbia, V6S 0B3
Attention: Sundance Topham
Email: sundance.topham@myuna.ca

To the Operator:

YMCA OF GREATER VANCOUVER,
10 - 620 Royal Avenue,
New Westminster, British Columbia, V3M 1J2
Attention: Cathy Poole
Email: cathy.poole@gv.ymca.ca

30. **Enurement**

30.1. This Agreement will enure to the benefit of and be binding on the parties and their respective personal representatives, successor and permitted assigns.

31. **Waiver**

31.1. No term or condition of this Agreement will be waived by either party except by the written consent of the other party. The parties agree that any waiver of or non-action with respect to any breach or default of any of the terms or conditions of this Agreement will not be construed as a waiver of any subsequent or other breach or default but all of the terms and conditions of this Agreement will survive and continue to remain in full force and effect.

32. **Headings**

32.1. The headings appearing in this Agreement are inserted for convenience of reference only and will not affect the construction or interpretation of this Agreement.

33. **Further Assurances**

33.1. Each of the parties to this Agreement will execute such further and other documents and do such further and other acts as may be necessary to give effect to this Agreement.

34. **Governing Law**

34.1. This Agreement will be governed by and interpreted in accordance with the laws of the Province of British Columbia, Canada. Each party attorns to the jurisdiction of the courts of British Columbia.

35. Counterparts

35.1. The parties may execute this Agreement by facsimile or other electronic means and in separate counterparts each of which when so executed and delivered will be deemed an original, and all such counterparts taken together will constitute one instrument.

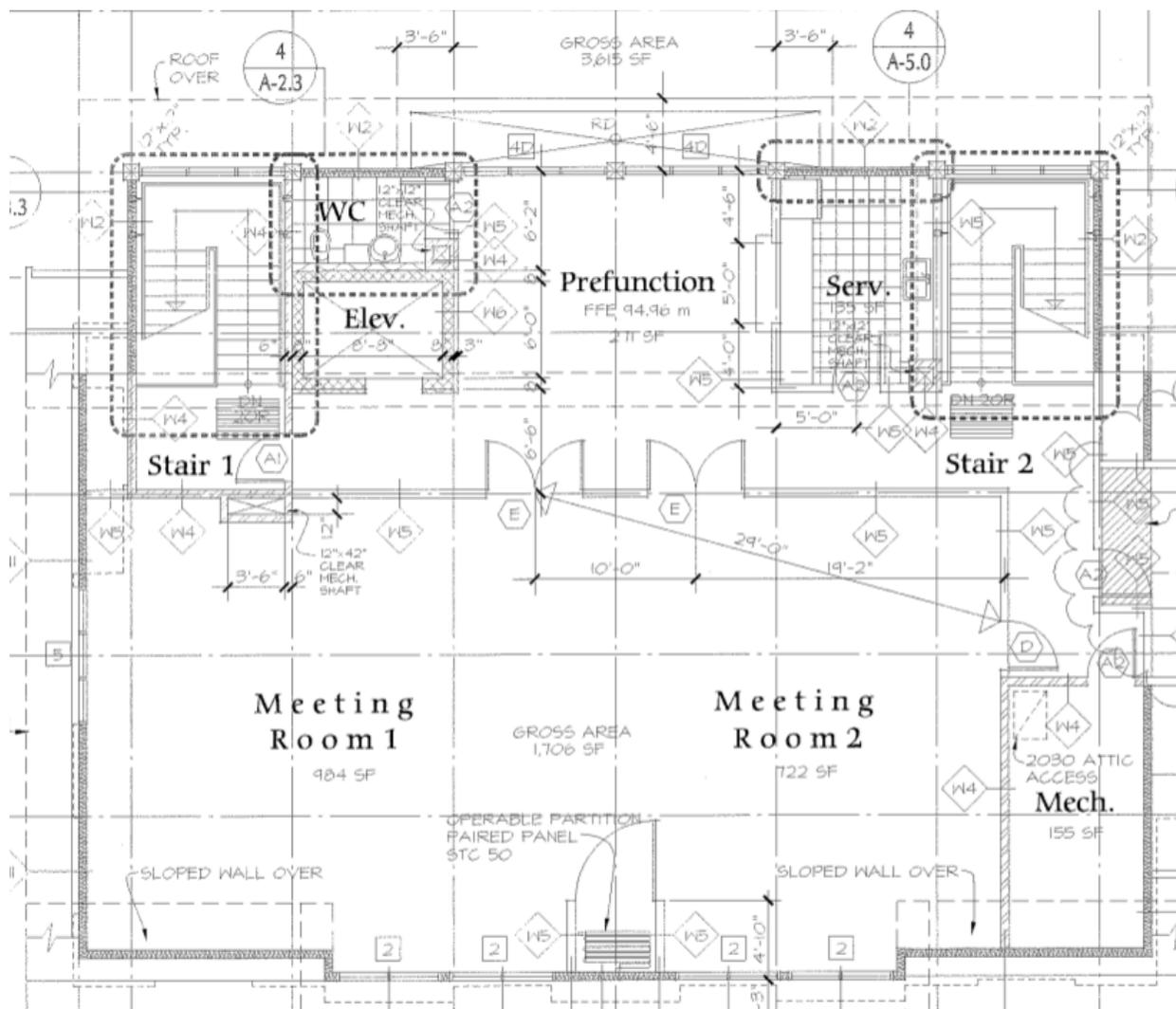
ACCEPTED AND AGREED TO by the UNA and the Operator

<p>UNIVERSITY NEIGHBOURHOODS ASSOCIATION</p> <hr/> <p>by its Authorized Signatory</p> <p>Name (printed): _____</p> <p>Date: _____</p>	<p>YMCA OF GREATER VANCOUVER</p> <hr/> <p>by its Authorized Signatory</p> <p>Name (printed): _____</p> <p>Date: _____</p>
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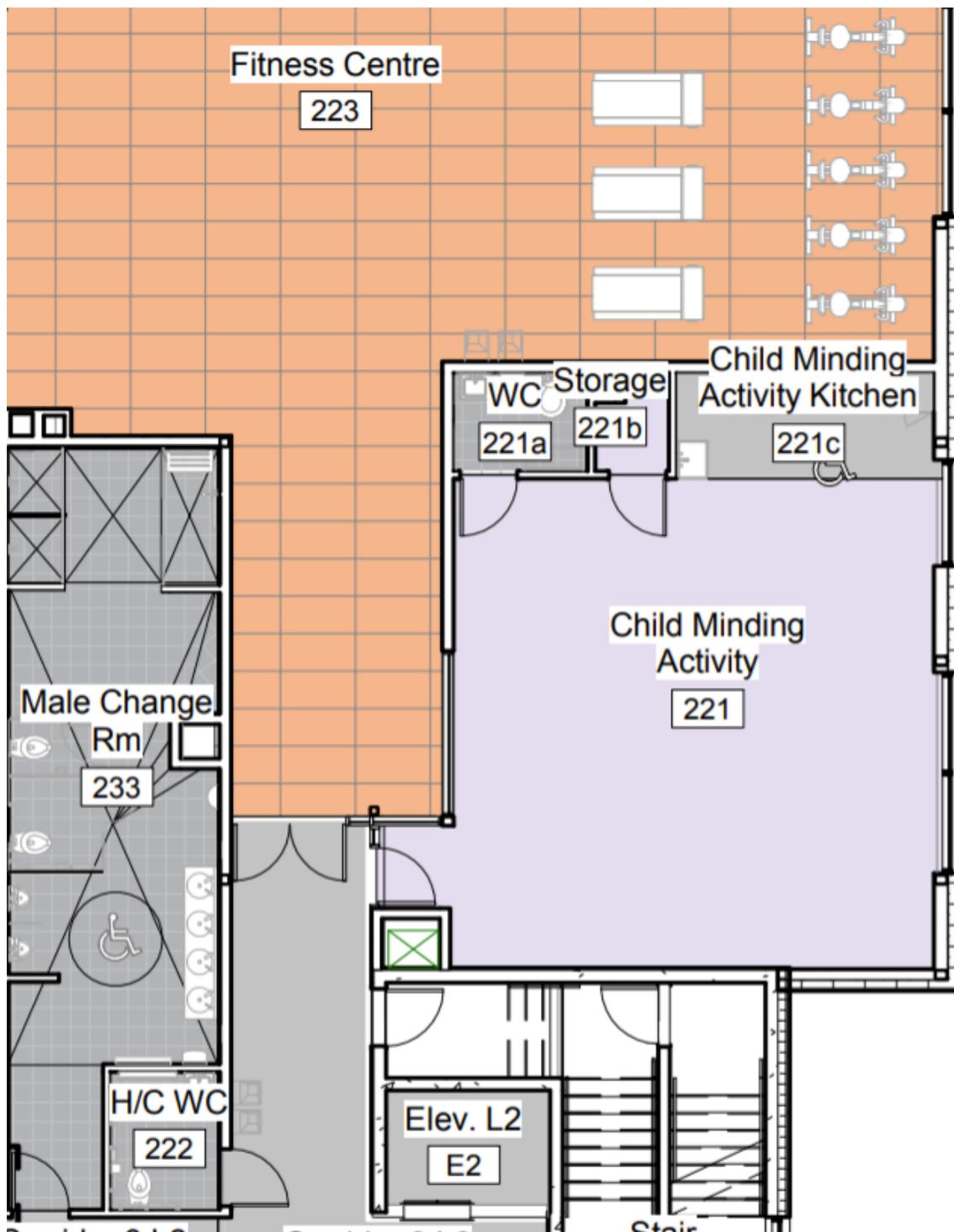
Schedule "A"

Premises

Old Barn Community Centre Meeting Room 1 and Meeting Room 2



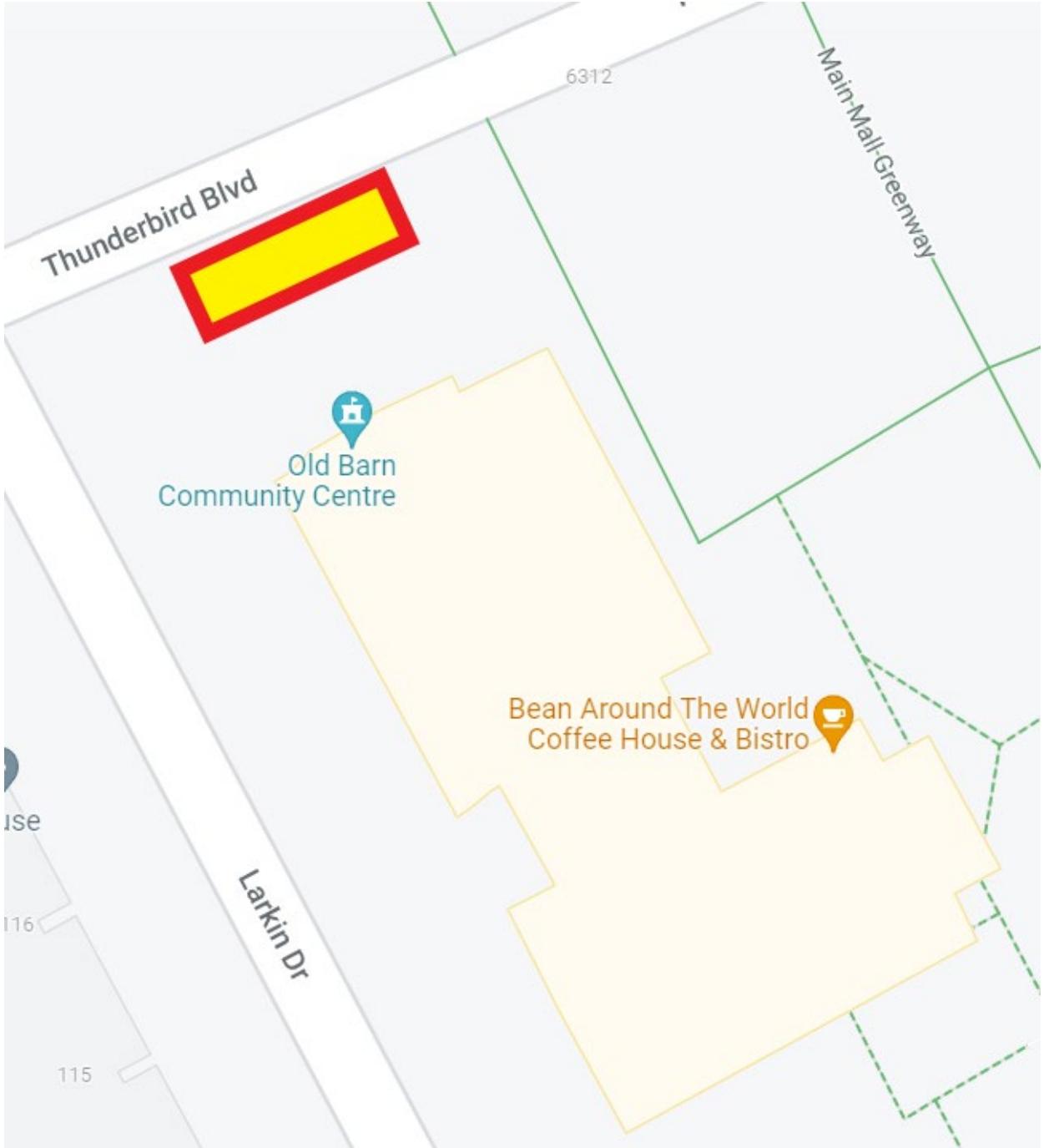
Wesbrook Community Centre Childminding Room



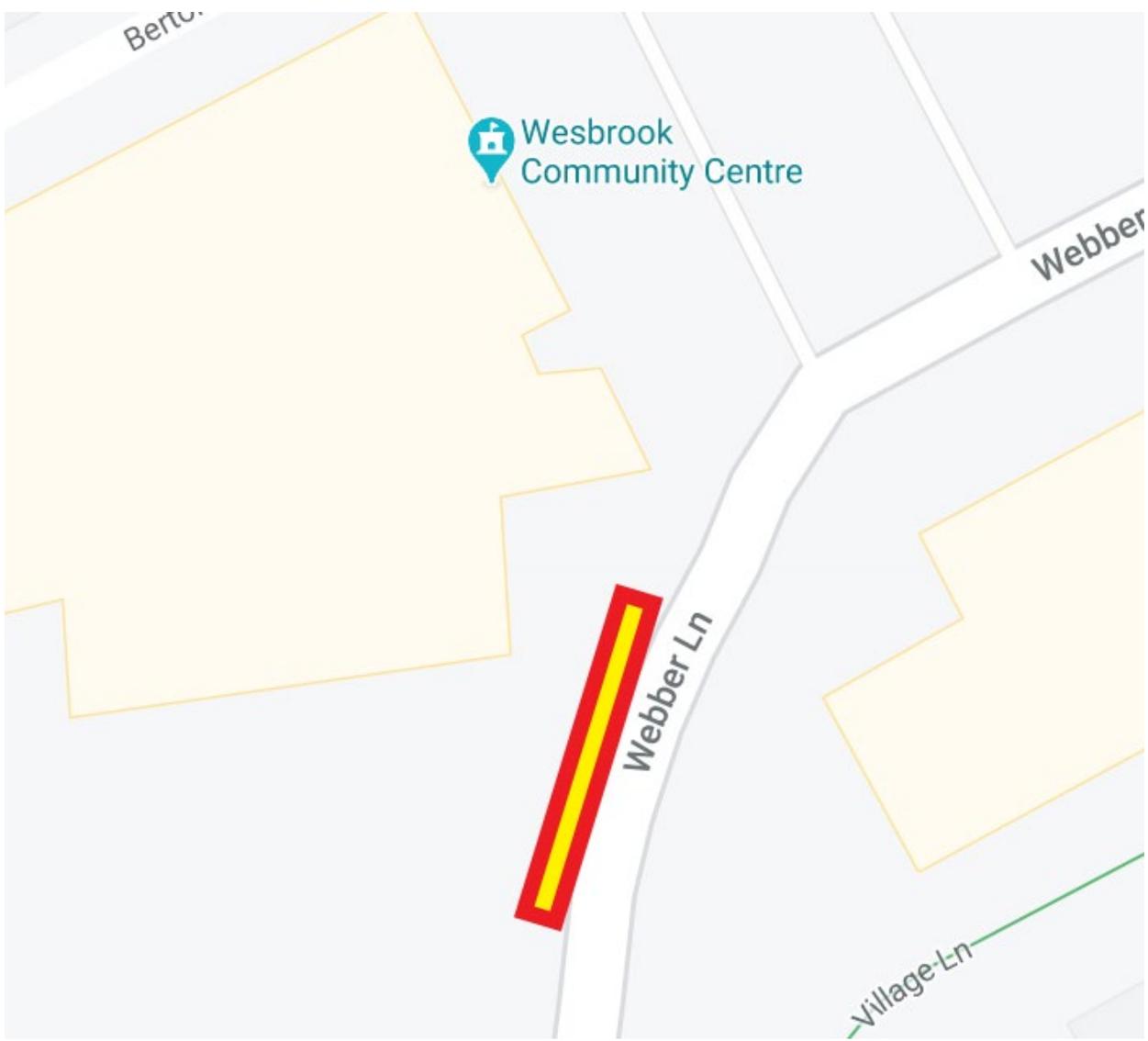
Schedule “B”

Designated Pick-Up and Drop-Off Zones (Transport Zones)

Old Barn Community Centre



Wesbrook Community Centre



Schedule "C"

Form of Annual BudgetWestbrook Community Centre
Revenue & Expense Budget 2023/2024Revenue:

Ministry of Children and Family Development
 Child Care Operating Funding
 Child Care Fees

Total Revenue

 \$

Expenses:

Salaries
 Benefits
 Child Care Administration Costs & Supervision, Quality Control & Training
 Office Supplies
 Program Supplies
 Food for Programs
 Telecommunications (Telephone/Internet/Fax)
 Contract Cleaning
 Care of Buildings & Grounds (Minor Repairs)
 Program Equipment
 Utilities
 Employee Travel & Expense
 Staff Training
 Bank Charges
 YMCA Shared Services

Total Expenses

 \$

Balance at Year End

\$



Report Date: July 11, 2023
Meeting Date: July 18, 2023
From: Wegland Sit, Operations Manager
Subject: Contingency Reserve Withdrawal – Old Barn Community Centre Audio Visual Equipment Replacement Project

Background

A recent inspection of the Old Barn Community Centre (OBCC) audio visual system identified that the system is in inoperable condition.

The service provider recommended that the UNA replace the current OBCC audio visual system as parts are difficult to source and it can no longer be adequately maintained. This system is a key part of running the OBCC, and as this is an unbudgeted item and required emergency repair it is recommended that the replacement costs be funded from the Neighbours' Fund Contingency Reserve.

Decision Requested

THAT the Board request that UBC

- (a) withdraw from the Contingency Reserve and pay to the UNA an amount equal to the UNA's expenditures to be incurred (other than GST) for the Old Barn Community Centre Audio Visual Equipment Replacement Project, which amount is estimated to be approximately at \$35,000.
- (b) provide the UNA with written confirmation that the Neighbours Fund may be used to make the payment to the UNA.

AND THAT the Board approve the withdrawal by UBC of a further amount from the Contingency Reserve equal to 33-1/3% of the amount of GST payable by UBC in respect of the requested payment to the UNA.

Discussion

The Old Barn Community Centre (OBCC) is owned by UBC with the use, operation, and maintenance of the centre provided under license to the UNA. As part of the license obligations the UNA is responsible for repairs to the facility and major components.

The original Audio and Visual Equipment in the OBCC meeting room was installed in 2007. During a recent inspection UNA staff noticed the projector was not operational, and later audio visual technician from our service provider PJS System, confirmed the



source of problem was originated from the VGA projector as well as with the connecting cables.

The search for a quick and simple repair solution came to a dead end as the existing VGA projector was discontinued and no longer supported by manufacture, and as the system was design with VGA format in mind, and the fact that it is presents a significant bottleneck that limited the system function by not accepting other inputs (for example HDMI format).

Understanding the challenge and the issues associated with the archaic VGA format - there are no shortcuts for the replacement project. The projector screen has a few cuts that will require replacing, and noting the existing screen is still in 4:3 aspect ratio (VGA aspect ratio), unfortunately, there is no replacement roller in wide format to fit in the existing projector screen housing properly. The proposed replacement project includes a new wide format projection screen with an updated projector to house in the projector lift.

Hence, PJS System recommends the UNA to proceed with a fulsome replacement that includes the projector, projector screen, wall adaptors, system switch, blue ray player and cables. This upgrade that will bring it the equipment up to date.

The upgrade has been kept basic and straight forward to keep the cost down, it will require a couple technicians onsite for a duration of a week to complete the full upgrade work.

Depending on the availability of equipment and available schedule, the target is to complete the Old Barn Community Centre Audio Visual Replacement Project by late August/early September 2023.

Financial Implications

The Contingency Reserve is meant to pay for the unexpected expenses. According to the reserve policy, this is the sub fund to pay for unexpected or unbudgeted expenses which require immediate action.

The Contingency Reserve currently contains \$1,068,813.87 (balance as of July 11th, 2023).

Staff are recommending a full audio-visual equipment replacement in Old Barn Community Center Meeting Room, which will result in estimated project costs of \$35,000.

Operational Implications

PJS Systems noted the project will take approximately one to one and a half week to complete.



Undertaking the Old Barn Community Centre Audio Visual Equipment Replacement Project will require assistance from the Recreation, Finance and Operations Departments.

Operations of the Old Barn Community Centre Meeting Room 1 and Meeting Room 2 will be impacted during the installation. This will affect programs like summer camp or YMCA Before and After school program that take place inside Meeting Room 1 and Meeting Room 2.

The operations team will coordinate with recreation department to minimize program interruption, if possible, the ideal timing of work will take place right after summer camp is complete and immediate before school season begins.

Strategic Objective

Organizational Capacity

Attachments

- 1. Schedule A – University Neighborhoods Association AV Proposal

Concurrence

- 1. Athena Koon, Finance Manager
- 2. Dave Gillis, Recreation Manager

Respectfully submitted,

Wegland Sit
Operations Manager

Sundance Topham
Chief Administrative Officer

Scope of Work

May 24, 2023

University Neighborhood Association
Room 202-5923 Berton Ave.
Vancouver, BC V6S 0B3
Red Barn Quote: 35834

Overview

PJS shall design, supply, install, and commission audiovisual systems equipment as detailed below. This scope of work is an integral part of the provided quotation. Changes to this scope of work after acceptance may result in additional costs and must be submitted in writing.

The proposed AV integration includes a user-friendly experience.

The AV Integration includes the following work to be completed by PJS Systems

- Supply and install all new audio & video equipment and devices
- Supply and install all AV as required
- Test, Commission
- 1-hour end user training
- System documentation

System Descriptions

Audio Video Integrated System

Replace existing projector with a new WUXGA 6000 lumens 16:10 projector utilizing the existing projector ceiling lift. Replace existing VGA and 5 BNC cabling with CAT6A cabling.

Remove the existing projector screen and install a new 165" diagonal 16:10 motorized screen.

Input plate on the wall near the screen will be replaced with one (1) HDMI input transmitter and two (2) XLR mic connectivity.

A new video switcher/scaler will be installed in the rack. A new BluRay player will replace old DVD/VHS to ensure modern video standards and resolution. The existing rack video input will be upgraded to one (1) HDMI connection on a custom rack plate.

Existing Extron MLC 52 Controller will be updated for the new system.

Remove the existing non-functioning wireless microphone systems from the rack and the existing UPS. The UPS is to be replaced by a new power conditioner rack unit.

Work by PJS Systems

- Remove AV equipment and device not required to be left onsite with the client
- Supply and install all equipment in the Bill of Materials
- Supply and install AV and AV control cabling required
- Program the Extron button controller
- Test, Commission
- one (1) hour end-user training
- System Documentation

Components and Work by Others

Any components or infrastructure supplied by the owner or others are to be in proper working condition and be provided to PJS in a timely fashion. Efforts incurred by PJS to repair, troubleshoot, re-configure, upgrade, or replace any of these components or infrastructure may result in additional charges.

Work by Others

- All existing cable paths, conduit, devices boxes to be reused, if additional are required then additional cost will apply
- All AC power requirements including disconnecting the AC power from the existing motorized screen, and connecting AC power to the new motorized screen
- All AC power requirements including disconnecting the AC power from the existing motorized screen, and connecting AC power to the new motorized screen
- Disconnect the existing motorized screen AC power prior to PJS arriving onsite for installation
- All ceiling and wall repair including patching, painting, t-bar modification, t-bar tiles required
- Work to be completed during regular business hours

Schedule

We will require the room to be booked for consecutive days to complete our installation, once the work described in the “Work by Others” section of this document has been completed. Once the equipment arrival dates are confirmed, the installation will be scheduled.

Access to the PJS Systems installation team during normal working hours (7am to 5pm, Monday to Friday) is to be provided.

Drawings, Documentation, and/or Manuals

Shop Drawings and Owner's Manuals

Shop Drawings are required for the installation. They will be submitted, in digital format, for approval, and will include:

- Equipment List itemizing all components to be used in the installation
- System Block Diagrams
- Simplified Plan Drawings showing approximate locations of equipment (e.g. speakers), if required
- Manufacturer's Data Sheets for all equipment to be used in the installation

An Owner's Manuals Package will be submitted for approval after the completion of our work on site. The package will include:

- Warranty Certificate
- Simplified Operating Instructions, if required
- Equipment List itemizing all components used in the installation
- As Built System Block Diagrams
- As Built Simplified Plan Drawings
- A downloaded link to a zipped file containing the information listed above, any custom audio and control software required for the system, and a digital copy of the Manufacturer Equipment Manuals

Included Training & Workmanship Warranty

Included Training

Up to one hour of training will be provided to the user group by a member of our technical team on the day of completion of our work on site.

Included Standard Workmanship Warranty

A one-year workmanship warranty is included in the system base price. This warrants that the installed system will be free from defects caused by improper installation.

Manufacturer Product Warranty

All manufacturers' warranties for individual components in the system will be passed along at the completion of the installation. These warranties are typically 1-5 years depending on manufacturer. PJS will be pleased to service faulty equipment repair/replacement on a time and materials basis. Service call scheduling will be scheduled based on our available technicians.

Terms of Warranty

- The Warranty Period will begin upon Substantial Completion of the project, or First Substantial Use of the installed product(s)/system(s), whichever comes first.
- This Warranty does not cover any part of the system damaged by improper use, improper ventilation, negligence, vandalism, theft, tampering, or acts of nature.
- This Warranty does not cover any part of the installation not provided by PJS Systems.
- All standard Warranty services are dealt with on a first come first serve basis. PJS will make best efforts to attend to all Warranty service requests in a timely manner.
- All Warranty services shall be provided during normal business hours. Work required outside of normal business hours will incur additional service fees.
- Warranty issues must be reported to PJS Systems within the warranty period. Any issues reported after the expiration of the standard Warranty terms will be handled on a time and materials basis, regardless of whether the defect or fault occurred prior to Warranty expiration.
- Any unauthorized changes or modifications to the installed equipment, software, or settings by the Customer or a third party may, at the sole discretion of PJS Systems, void the Warranty and result in service charges for all work performed.
- The sole liability of PJS Systems Inc. and the exclusive remedy of the Purchaser, whether arising under Warranty, tort, or breach of contract (fundamental or otherwise), shall be limited to the Warranty above. All other warranties, conditions and guarantees, either expressed or implied, whether arising by statute, custom of trade, or based upon other theory of law or equity, are excluded.
- Call outs for service of the system(s) will be treated as billable. If the issue is determined to be caused by a workmanship deficiency, all service fees will be waived. For all other issues, including diagnosis, removal, and re-installation of equipment failures within a manufacturers' warranty period, standard service fees will apply.

Terms and Conditions

The following Terms and Conditions apply to all projects quoted by PJS Systems Inc. (PJS). Issuance of a purchase order against a quote, or otherwise engaging PJS to provide product and/or service indicates implicit agreement to these Terms and Conditions.

Quote Validity This quote shall be valid for 15 days from date of issue. For PO's received after this date, PJS Systems reserves the right to amend the total price of the contract based on variation of component pricing, currency exchange rates, or other factors. PJS reserves the right to amend completion dates and duration commitments in this quote and/or in other related communications, due to changes in workload, staff availability, or other factors.

Terms of Payment These terms supersede any terms shown on Customer's purchase orders. Payment Terms are On Delivery for all purchases. Upon satisfactory credit check, PJS may extend Net 30 payment terms. All invoices unpaid after 40 days from the date of the invoice will be assessed interest charges at 2% per month (24% per annum).

Holdbacks In situations where PJS acts as a sub-contractor, and construction holdbacks have been deducted from payments of PJS invoices, PJS will apply for release and payment of all holdback funds immediately upon Substantial Completion (as defined in the BC Builders Lien Act) of the products and/or services provided by PJS in this contract. Payment of these holdbacks will be due in full (with Net 30 terms), regardless of whether or not the associated construction project as a whole has achieved Substantial Completion.

Taxes and Duty This quote does not include any present or future Canadian or foreign sales, use, income, value added, import, business, excise or similar taxes, duties, or other levies which are applicable for the equipment or services offered, and the Customer will indemnify PJS Systems Inc. for any assessments made against PJS directly or indirectly related to this contract which cannot be offset by a corresponding credit under Canadian tax regulations. Equipment exported from Canada is not subject to Canadian sales or use taxes. Where the Customer acts as an exporter in fact and fails to provide to PJS suitable documentation to permit a refund for any taxes, duties, or other levies paid by PJS, such amounts shall be for the Customer's account.

Other Exclusions Unless otherwise explicitly stated in this quote or Scope of Work document, the costs associated with the following items are not included: bonding, permits, cash allowances.

Project Timelines PJS will make every effort to accommodate requested schedules and completion dates, however, variability and delays can exist due to availability and shipping of component equipment, site conditions, the schedules of other site trades, and unforeseen technical difficulties. Therefore, unless otherwise explicitly stated, PJS cannot guarantee milestone and completion dates, and assumes no liability associated with variations in the installation schedule and/or date of Substantial Completion.

Shipping & Freight All delivery of goods are FOB the project site. Air Freight charges incurred to meet specific Customer requests for accelerated delivery will be added to invoices.

Equipment Storage In all cases where equipment associated with this project is delivered to site, it becomes the responsibility of the Customer to ensure that a safe, secure, clean environment exists. PJS assumes no liability for equipment damage, repairs, or rework caused by site conditions, including but not limited to: other construction activities, dust, electrical surges, tampering, etc.

Liability Notwithstanding any other provision of the contract, in no event shall PJS Systems Inc. or its suppliers or subcontractors be liable for the following: any costs incurred by the Customer, loss of anticipated profits, any claims of Customer's customers or other contractors or for any indirect, incidental, or consequential loss or damage of any nature arising at any time from any cause whatsoever. The maximum liability of PJS Systems Inc. for any and all claims, losses and/or damages will not, in any event, exceed the price actually paid to PJS Systems Inc. by the Customer under the terms of this contract, regardless whether arising under contract (including breach, fundamental, or otherwise, or implied or statutory or decreed conditions or warranties), tort (including negligence); or based upon strict liability or other theory of law or equity.

PJS Systems Representative

Name: Ross Hazlehurst

Signature: *Ross Hazlehurst*

Client Representative

Name:

Signature:

BILL TO:		JOB LOCATION:	
COMPANY University Neighbourhoods	COMPANY University Neighborhoods	DATE May 18,2023	
ADDRESS Room 202 - 5923 Berton Ave.	ADDRESS Room 202 - 5923 Berton Ave.	EXPIRY DATE June 17,2023	

SALES REP. **Ross Hazlehurst**

Vancouver, BC V6S 0B3	Vancouver, BC V6S 0B3	PHONE. EXT
CONTACT	CONTACT Wegland Sit	EMAIL. rhazlehurst@pjssystem.com
PHONE (604)827-5540	PHONE (604)822-3263	

TITLE:
Old Barn - AV Upgrade

SCOPE OF WORK:

MFG	PART NUMBER	PART DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
<u>Replacement Projector & Screen</u>					
PANASONIC	PTMZ680WU	White WUXGA Lamp Free 3LCD Projector (6,000 lm)	1.00	\$6,868.75	\$6,868.75
EHF	EHF	Environmental Handling Fee	1.00	\$2.50	\$2.50
PJS	FREIGHT	Freight Charges	1.00	\$222.22	\$222.22
DRAPER	140040U	Access V, 165", 16:10, Matt White XT1000VB, 110 V, with	1.00	\$6,860.00	\$6,860.00
PJS	FREIGHT	Freight Charges	1.00	\$277.78	\$277.78
Projector and Screen Sub-Total					\$14,231.25
<u>Replacement Video Distribution & Control Equipment</u>					
EXTRON	60-1741-53	HDMI 4K/60 Wallplate Tx, White 330 feet (100 m)	1.00	\$1,013.44	\$1,013.44
RDL	D-XLR2F	Dual XLR 3-pin Female Jacks on D Plate - Terminal block	1.00	\$34.01	\$34.01
EXTRON	60-1271-13	HDMI Twisted Pair Receiver - 230 feet (70 m)	2.00	\$502.31	\$1,004.62
EXTRON	60-1457-01	Four Input HDCP-Compliant Scaler with DTP Extension	1.00	\$2,300.06	\$2,300.06
TRENDNET	TPE115GI	TRENDNET GIGABIT POE+ INJECTOR 30W	1.00	\$61.20	\$61.20
EXTRON	60-1540-02	MediaLink® Plus Controller	1.00	\$1,286.63	\$1,286.63
DENON	DN-500BDMKII	Blu-ray Disc Player	1.00	\$525.00	\$525.00
LIBERTY	PJS-WQ64465	Custom Rack PLate - HDMI/Power	1.00	\$111.14	\$111.14
FURMAN	M-8X2-LASER	FURMAN M8 Power Conditioner	1.00	\$144.38	\$144.38
PJS	FREIGHT	Freight Charges	1.00	\$177.78	\$177.78
Distribution System Sub-Total					\$6,658.26
<u>Replacement Cabling & Wall Plate</u>					
PJS	HARDWARE	Cable, Connectors, Hardware	1.00	\$500.00	\$500.00
PJS Systems uses only Premium cables and connectors.					

BILL TO:		JOB LOCATION:	
COMPANY University Neighbourhoods	COMPANY University Neighborhoods	DATE May 18,2023	
ADDRESS Room 202 - 5923 Berton Ave.	ADDRESS Room 202 - 5923 Berton Ave.	EXPIRY DATE June 17,2023	

SALES REP. **Ross Hazlehurst**

Vancouver, BC V6S 0B3

Vancouver, BC V6S 0B3

PHONE. **EXT**

CONTACT	CONTACT Wegland Sit	EMAIL. rhazlehurst@pjssystem.com
PHONE (604)827-5540	PHONE (604)822-3263	

TITLE:
Old Barn - AV Upgrade

SCOPE OF WORK:

MFG	PART NUMBER	PART DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
		All hardware used is rated to a safety factor of at least three.			
COMMSCOPE	CMP-00423CS4	Cat6A 4/23 F/UTP Plenum blue jacket reel	1000.00	\$1.55	\$1,550.00
PJS	SHOP	Miscellaneous Shop Supplies	1.00	\$110.00	\$110.00
Installation & Commissioning Subtotal					\$11,130.00

PJS onSite	WORKMANSHI	1 Year Workmanship Warranty	1.00	\$0.00	\$0.00
		PJS Systems will repair all system defects due to faulty PJS workmanship free of charge. In addition PJS will pass along to the owner, all manufacturers' warranties, typically 1-5 years depending on manufacturer. This warranty does not include trouble shooting, or site re & re of defective equipment covered by manufacturers warranty. Please refer to the optional SLA in the scope of work document for information about additional warranty coverage.			

SUBTOTAL:	\$34,179.51
GST:	\$1,708.98
PST:	\$2,392.55
TOTAL:	\$38,281.04

IF YOU WISH TO ACCEPT THIS PROPOSAL AND RELATED STATEMENT OF WORK, PLEASE SIGN AND RETURN

Buyer: _____ Buyer Signature: _____ Date: _____
(Print Name)